

Uzair Shafiq

Human Recourse Professional

Personal contact: (+92) 3459503450

Email: uzair.shafiq@ymail.com

National ID card: 16202-3086293-5



Personal Summary

Oversee, well-organized and efficient HR operations by balancing organizational targets with compliance and employee demands. Focus on maximizing resource utilization and enhancing performance with forward-thinking approaches. Have solid background of improving collaboration and consensus across all type of company environments. Offering excellent communication and good judgment. Enthusiastic Assistant Manager HR eager to contribute to team success through hard work, attention to detail and excellent organizational skills.

Education

- ✚ Master of Business Administration (MBA)
Specialization; Human Recourse Management
Institute of Management Science, Peshawar, Pakistan **CGPA 3.3/4**
- ✚ Business Administration (BBA-Honor)
Specialization; Finance
Hazara University, Khyber Pakhtunkhwa, Pakistan **CGPA 3.4/4**

Career History

Manager HR; Abbott Smart Tech, Abbottabad (From 1st February 2023 to Current)

- Develop training materials and performance management programs to help ensure employees understand their job responsibilities.
- Investigate employee issues and conflicts and brings them to resolution
- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Planning and coordinating an organization's workforce to best use employees' talents
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Oversee and manage a performance appraisal system that drives high performance

Assistant Manager HR; Abbott Smart Tech, Abbottabad (From 1st April, 2022 to 31st January 2023)

- Supervising on-boarding process, training and development, investigation and resolution of all employee relation's issues.

- Develop and implement HR strategies and initiatives aligned with the overall business strategy.
- Support current and future business needs through the development, engagement, motivation and preservation of human capital.
- Handle staffing issues, such as mediating disputes and directing disciplinary procedures.
- Oversee and manage a performance appraisal system that drives high performance.
- Plan and oversee employee benefit programs, like their bonuses, incentives and other benefits.
- Administrate payroll procedure, prepare reports for the accounting department, and resolve any payroll problems or discrepancies.

HR Officer; Saif Textile Mills Ltd Gadoon Amazai (From 1st June, 2021 to 31st March, 2022)

- Provided thoughtful and engaging new employee on-boarding presentations to energize workforce and set organizational expectations.
- Registration of employees with EOBI, ESSI, WWB, EFU and proceeding employees claims in medical, accident, marriage grant, death cases etc.
- Maintained up-to-date employee information in HRIS system and submitted time and attendance information to corporate office for payroll processing.
- Maintain and keep the record of Integrated Management System (IMS) programs which include, developing departmental procedures, Training, Auditing and DPR.
- Working with different departments and their line Managers to help them to understand HR procedures and policies.

HR Assistant; Manjaanbazam Cadet College System Tbl Cantt (from 4th July 2016 to 31 May 2021)

- Partnered with management team to coordinate on-boarding and off-boarding processes.
- Delivered friendly assistance with new hires throughout interviewing and hiring process.
- Filed paperwork, sorted and delivered mail and maintained office organization.
- Supervising Admission process of Cadets and hiring process of Teaching staff including arranging test, interview etc.
- Submit timely reports and prepare presentations/proposals as assigned and attending meetings.
- Handling KPI's of all employees, reporting it to HR Manager for further process.
- Conduct Job Analysis (Job Description and job Specification) to explore study and record the responsibilities, duties, skills, accountabilities, work environment and ability requirements of a specific job.

HR Officer; Integrated Health Services Battagram, Pakistan (From January 2016 to June 2016)

- Responsible for performing a wide variety of clerical, technical, administrative, and office duties in support of the Human Resources Department.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Documentation of human resources actions by completing forms, reports, and records.
- Coordinated employee placements and administrative details.
- Improved office efficiency by effectively managing internal communications and correspondence.
- Advocated for staff members, helping to identify and resolve conflicts.

Training & Certificate

- Write Thesis on “Variation in hygiene and motivator preferences of private and public school teacher KPK”.
- Organized a Training Workshop on Career Counseling at IM Sciences.
- Attend a 03 Days Training on SMEs & Entrepreneurship of British consul at IM Sciences.
- Three month Internship in Sonihri Bank Abbottabad Branch.

Professional Skills

- Eager to get involved in key HR projects and Carrying out regular employee surveys.
- Administrative and business letter writing Skills.
- Verbal Communication. Orienting Employees, Interviewing Skills
- Labor Law, Compensation and Wage Structure
- Professionalism, Organization Behavior, Teamwork, Supply Management.
- Staying informed of developments in the field of HR.

Computer Skills

- Knowledge of MS Office Solution, configuration with troubleshooting.
- Computer Hardware and software configuration and troubleshooting.
- Email and Letter typing with speed of 40 Words per Minute.
- Windows Installation, Backups, Computer defragmentation.
- Data Recovery, Internet and Web Based Application.

Personal Information

- Languages: English, Urdu, Pashto
- Nationality: Pakistani
- Marital Status: Married