**Basim Zia**

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**+923362569496**

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**Professional Employment History**

** MARRIOTT HOTEL (Karachi) September 2014- Present**

**Designation:**

## HR Officer

## JOB Description & Responsibilities Included

•working closely with various departments, increasingly in a consultancy role, assisting line managers to understand and implement policies and procedures;  
•promoting equality and diversity as part of the culture of the organization  
•liaising with a wide range of people involved in policy areas such as staff performance and health and safety;  
•recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, short listing interviewing and selecting candidates;  
•developing and implementing policies on issues like working conditions, performance management, equal opportunities, disciplinary procedures and absence management;  
•preparing staff handbooks;  
•advising on pay and other remuneration issues, including promotion and benefits;  
•undertaking regular salary reviews;  
•negotiating with staff and their representatives (for example, trade union officials) on issues relating to pay and conditions;  
•administering payroll and maintaining employee records;  
•interpreting and advising on employment law;  
•dealing with grievances and implementing disciplinary procedures;  
•developing with line managers HR planning strategies which consider immediate and long-term staff requirements;  
•planning, and sometimes delivering, training - including inductions for new staff;  
•analyzing training needs in conjunction with departmental managers

**Education & Certifications**

**PIM**

Professional in Human Resource (PHR)  **2nd November-Present**

**PAF KIET**

Masters in Business Administration – Specialized (Human Resource)  **May 2014 – June 2015**

**Bahria University**

Bachelors in Business Administration (BBA 4 years)- Specialized (Human Resource) **Aug 2009 – Dec 2013**

**Saint Michaels Convent School**

A level **August 2007- June 2009**

O level  **Feb 2004 – June 2007**

**Skills**

* Ms-Office Applications
* OPMS System
* HRIS system

**Language**

English & Urdu