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| **MUHAMMAD NAVEED SHAHZAD**  Flat# C-1,247, 3rd Floor, Haroon Royal City, Phase 1, Gulistan-e-Jauhar, Block-17, Karachi.  Mobile # 0322-3672111/0303-2556592  Email: [nshahzad18@hotmail.com](mailto:nshahzad18@hotmail.com) |
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**CAREER OVERVIEW**

I am a passionate, driven and committed person who has a proven record of achieving targets through consistent teamwork and exhibiting a mature attitude. I am a self-motivated and diplomatic Human Resource professional with almost 5 years of practical experience in the field of Administration & HR. I am result focused, enjoy pushing myself outside my comfort zone and believe in continuous professional and personal development.

* Good written and verbal communication skills with experience of drafting different official correspondence, appointment letters, contract letters, report writing etc.
* Good time management, multi-tasking, planning and organizational skills with an eye for detail
* Ability to handle sensitive, confidential and inter-personal matters adequately
* Proficient level of computer literacy with experience of working in Windows 98/XP/7, and MS Office suite (Excel, Word & Power Point)
* Motivator, organizer and proven ability to plan strategies and work individually or in teams
* Positive attitude and strong work ethic with a confident approach
* Ability to prioritize workload and meet tight deadlines
* Experience of working in fast paced environments
* Committed team player and strive to maintain good relations within and outside the department
* Maintaining HR paperwork to ensure compliance with relevant legislations
* Knowledge of HRIS and other automated systems
* Persuing Masters in Business Administration with majors in Human Resource Management

**CAREER EXPERIENCE**

**Human Resource & Admin Assistant (January 2015 – to present)**

**Encom**

*Working as Human Resource & Admin Assistant with Encom, one of the well-known Engineering service providers in Pakistan, with the following job responsibilities:*

**Responsibilities**

* Assisting in the process of Employee Recruitment including placement of advertisement, arranging interviews, making interview calls to candidates, ensuring that the candidates fill out the required Application Form before interviews, making appointment letters, updating Company Organogram, etc.
* Supervising the joining process of a new employee including screening HR Forms, orientation, opening of salary account, reference checks, allotting employee number and handing over the Employee Card .
* Manage, organize and update files, records, correspondence, charts and reports – Perform HR office services such as:  filing documents, printing reports and documents, stocking of equipment and supplies.
* Set up meetings and interview schedules as part of recruitment process – Received applicants and guided them, functioning as company representative.
* Order and manage supplies, order office-staff lunches, handled phone calls and messages, incoming as well as outgoing.
* Making different HR documents including Appointment, Confirmation, Promotion, Termination, Experience, Salary etc. letters
* Make reservations and coordinate travel schedules for management.
* Effective coordination with international embassies regarding the visa processing of staff members.
* Make consolidate attendance at the end of the month and handover to Accounts Department for payroll processing.

**Human Resource Assistant (May 2013 – December 2014)**

**Macpac Films Limited**

*Worked as Human Resource Assistant with Macpac Films Limited with the following job responsibilities:*

**Responsibilities**

* Assisting in the process of Employee Recruitment including arranging interviews, making interview calls to candidates, ensuring that the candidates fill out the required Application Form before interviews, making appointment letters, etc.
* Assisting in the joining process of new employees including submission of Joining Form, screening HR forms, allotting Employee Numbers etc.
* Updating employee details in the Company HRIS as and when required.
* Maintaining Employee personal files.
* Making Monthly Staff Strength Report, showing the number of additions and deletions in the overall company strength.
* Supervising the preparation, updating and maintenance of various HR documents including Appointment, Confirmation, Promotion, Termination, Experience, Salary etc. letters.
* Maintaining Employee Leave records and Monthly attendance in the HRIS.
* Assume any other responsibilities given by the HR Manager

**Human Resource Officer (Jan 2009 – Jan 2012)**

**KUN Advertising**

*Worked as Human Resource Officer with KUN Advertising with the following job responsibilities:*

**Responsibilities**

* Managed, organized and updated files, records, correspondence, charts and reports – Performed HR office services such as:  filing documents, printing reports and documents, stocking of equipment and supplies.
* Set up meetings and interview schedules as part of recruitment process – Received applicants and guided them, functioning as company representative.
* Ordered and managed supplies, ordered office-staff lunches, handled phone calls and messages, incoming as well as outgoing.
* Updation of Employee Personal Files with timely filing of different electronic and hardcopy documents.
* Making different HR documents including Appointment, Confirmation, Promotion, Termination, Experience, Salary etc. letters
* Preparing different Departmental Reports as and when required
* Updating Employee Leave Records and Monthly Attendance for calculation of leave encashments
* Updating and distributing the Job Descriptions
* Updating departmental / organizational charts of the company

**QUALIFICATIONS**

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| * **Persuing Masters in Business Administration** **(MBA)** from PAF Kiet with **Human Resource Management** as my major subject. * Bachelors in Commerce from University of Karachi with **Business Communication**, **Economic Analysis**, **Management**, **Computers in Business** and **Accounts** as my major subjects. * **Intermediate (Commerce)** from **Jauhar Degree College** with **Accounts**, **Economic Analysis** and **Principles of Commerce** as my major subjects. * **Matriculation** (Computer Science) from **Civil Aviation Authority Model School**. |
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