**TALHA ZAMIR**

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Karachi-Pakistan

**Professional Objective**

To work in an organization that offers a challenging and motivational work environment as well as opportunities to learn, grow, and excel through managing a diverse range of Strategic Human Resource functions and procedures.

**HUMAN RESOURCE MANAGEMENT**

* **Specialized in Human Resource Management** from Iqra University with 4years bachelors in Business administration, 4+ years HR career distinguished by commended performance and proven results.
* **Extensive background in Recruitment affairs,** including experience in employee counseling and retention, staff development, conflict resolution, HR records management, Induction and orientation.

**HR OPERATIONS SKILLS**

|  |  |  |
| --- | --- | --- |
| * Staff Recruitment & Retention * Executive Search * Organizational Development | * Conflict Resolution * HR Policies & Procedures * Training & Development | * Performance Management * Employees Counseling * Employee Relations |

**PROFESSIONAL EXPERIENCE**

**Naseeb Online Services (Pvt)Ltd - ROZEE.PK** 39ff8ed.png

**Assistant Manager Recruitment,** 2015 Aug till date

***Key Responsibilities:***

**Recruitment:**

* Providing recruitment services to clients to fulfill their needs across Pakistan.
* Searching / headhunting candidates through Rozee.pk’s CV databank and other sources.
* Filtering and short-listing candidates from the jobs advertised on ROZEE.PK as per the criteria provided by the employer.
* Conducting interviews for internal recruitment.
* Screening / interviewing candidates telephonic-ally to qualify them.
* Scheduling interviews.
* Advertising Jobs on ROZEE.PK provided by clients and updating job descriptions when required.

**Customer Relation / Service:**

* Providing optimum level of customer services to corporate clients.
* Maintaining and building strong relationships with clients by Calling, Meeting and assisting them in using Rozee.pk’s recruitment tools.
* Provide Training to Clients on how to use Rozee.pk’s online recruitment tools.
* Taking feedback from clients and forwarding their queries to the management for further improvement of recruitment tools

**Neuro Spinal Hospital -- Jumeirah Beach Road UAE,**

www.nshdubai.com

**Senior Recruitment Specialist,** 2015 May-June

***Key Responsibilities:***

* Reviewing applicants' resume/curriculum vitae
* Placing and assigning employees at clinics, hospitals, and other [medical facilities](http://study.com/medical_facilities_management_degree.html)
* Negotiating salary, problem-solving, and counseling, therein establishing a rapport with the job candidate
* Responsible for developing recruiting materials both in print and electronic that is associated with medical recruitment.
* Ensure that the vacant positions are posted on the job portals in accordance with policy and collective bargaining agreements of the health center.

**C:\Users\Farheen Kazmi\Desktop\saybolt.jpgAl-Akbani Recruitment Consultant -- Karachi, Pakistan**  
[www.alakbani.com](http://www.alakbani.com)

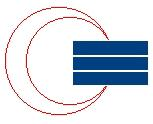
**Senior Recruitment Specialist,** 2012 May-present

***Major Clients:***

* Habib Medical Group (Dr. Sulaiman-Al-Habib) – K.S.A & Dubai
* Innovative Care Hospital – K.S.A
* Chapo Group – K.S.A
* Nesma Trading – K.S.A

***Key Responsibilities:***

* Perform the tasks of creating and implementing creative and effective recruiting strategies for the organization.
* Plan and prepare presentations and represents the health care center at career and job fairs.
* Responsible for developing recruiting materials both in print and electronic that is associated with medical recruitment.
* Ensure that the vacant positions are posted on the job portals in accordance with policy and collective bargaining agreements of the health center.
* Perform the tasks of developing and maintaining a list of recruitment resources like training institutions, referral services, and recruiting firms.
* Draft and maintain contracts, agreements, and other external and internal documents associated with medical recruitment.

**Liaquat National Hospital -- Karachi- Pakistan**

[www.lnh.edu.pk/](http://www.lnh.edu.pk/)

**HR Officer**, Feb 2012-May 2012

***Key Responsibilities:***

* Manpower planning, recruitment, selection, performance appraisal( Probationary & Annual), for Liaquat National Medical College, College of Nursing, Medical & Allied (medicine), Information Technology, Finance and Audit Departments.
* Coordinate Job advertisement, Short listing & arranging the interviews with HOD, Finalization of interview results.
* To determine the salary of candidates on the basis of their experience, qualification & Comparative Analysis of on board employees.
* Making job offers to selected candidates and preparing appointment letters and all related hiring papers (Updating in HRIS/ ERP, preparing Personnel Files, etc)
* To prepare monthly Salary Sheet, End of Probation sheet & End of Contract sheet.
* Prepare Memos and Appraisal Forms for End of Contract and End of Probation.
* To Prepare Letters for Confirmation of Services and Probation Extension and Extension of Contract & updating in HRIS / ERP.
* Assisting Assistant Manager, HR in special assignment like preparing quarterly departmental budget, Yearly Salary Review and Promotion of the employees, Preparing Job Descriptions, Salary Structure, policies and procedures for the respective departments.

**Liaquat National Hospital—Karachi- Pakistan**

**HR Assistant,** Sept: 2011- Jan 2012

**Jamaly Enterprise Printing & Packaging – Karachi - Pakistan**

**HR Executive** May: 2011 - Sept 2011

**QUALIFICATION**

* **Iqra University – Karachi**  
  **MBA. Human Resource Management**, 2012-2014
* **Indus University- Karachi**

**BBA. Human Resource Management**, 2007-2011

* **Pakistan International School Riyadh- Saudi Arab**

**Matriculation & Intermediate,** 2002-2006

**RESEARCH SPECIALIZATION**

* Research Topic: Antecedents of Job Satisfaction in the Healthcare Sector of Karachi
* Area of Research: Human Resource Management

**WORKSHOPS AND SYMPOSIUM**

* 4-5th, April 2015: **“**[**International Conference on Management, Education and Social Sciences Research**](https://www.facebook.com/events/1561738457449062/?ref=3&ref_newsfeed_story_type=regular&feed_story_type=117)**”.**
* Awarded for presenting the research paper on the topic: **“Antecedents of Job Satisfaction in the Healthcare Sector of Karachi”.**
* 25-27th, March 2015: Online course on **“Effective Management Skills”** jointly organized by ICCBS and Sardar Yasin Malik Professional Development Center University of Karachi.
* 7-8th, February 2015: Symposium, themed **“Shifting Gears- Prospering in Research Culture”**, a new series of events initiated by the Iqra University in collaboration with University of Karachi and HEC, aiming to promote research at all levels.
* Awarded for presenting the research paper on the topic: **“Antecedents of Job Satisfaction in the Healthcare Sector of Karachi”.**

**Workshops:**

* Effective Management Skills
* Research Ethics
* Qualitative Research approach

**Achievements:**

* Certificate Award 2015 for presenting the research paper at [International Conference on Management, Education and Social Sciences Research](https://www.facebook.com/events/1561738457449062/?ref=3&ref_newsfeed_story_type=regular&feed_story_type=117) 2015 **“Antecedents of Job Satisfaction in the Healthcare Sector of Karachi”.**
* Certificate Award 2015 for presenting the research paper at 2015 symposium **“Antecedents of Job Satisfaction in the Healthcare Sector of Karachi”.**
* Successfully recruited new medical staff (doctors, nurses & technicians) in a short period to enable the Company in expansion of its workforce and meet new client’s requirements.
* Promoted as HR officer and Sr. Recruitment Specialist during probationary period.

**Computer Skills:**

* MS Office (Word, Excel, PowerPoint, Access, Outlook)
* Software’s : SPSS, E-views, ERP, HRIS

**Languages:** Urdu, English, Basic Arabic

**Special Interests:** In my spare time, I enjoy movies, sports, outdoor physical activities, playing guitar and socializing with friends and family. One of my aim in life to travel extensively.

Reference will be furnished on request.