

NAAZISH AHMED

HUMAN RESOURCE MANAGER

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Professional Summary

Results-oriented professional with strong interpersonal skills and expertise in human resource management, communication, and team leadership. Effective at critical thinking, pressure handling, and resource optimization for operational success.

Work Experience

HR Manager | Zeromile Research & Development LLP., Nagpur.

[Mar'2017-present]

- Coordinated immigration processes for visa and green card applications for domestic and international assignments.
- Implemented performance reviews and motivational strategies to enhance HR team results.
- Organized special events and incentive programs to boost employee morale.
- Handled employee claims related to performance issues and harassment.
- Led decision-making and implementation of HR policies, procedures, and programs.
- Provided advice on complex and confidential HR matters, including performance management and employee relations.
- Implemented standardized programs and policies to drive smooth operations, retention, and engagement.
- Recommended new HR approaches, policies, and procedures aligned with business goals.
- Developed training programs, leadership pipelines, and succession plans.
- Provided guidance on company policies, benefits, and salary administration.
- Initiated and finalized HR actions regarding position management, compensation, and hiring.
- Managed employee disputes using conflict resolution techniques.
- Advised executives on employee growth and productivity goals.
- Set vision and goals for HR team, motivating staff to excel in customer support and core HR processes.
- Utilized technologically relevant digital systems for managing payroll and benefits programs.

English Lecturer (Visiting) | Government Polytechnic, Nagpur.

[Aug'2011-Oct'2020]

- Used Past Experienced to enhance passion for literature and language.
- Proven track record of delivering engaging and effective instruction to students.
- Skilled in developing curriculum and teaching materials to enhance learning outcomes.
- Proficient in fostering critical thinking, analytical skills, and communication abilities among students.
- Dedicated to creating a supportive and inclusive learning environment.
- Strong ability to mentor and advise students on academic and career goals.
- Committed to ongoing professional development and staying abreast of current trends in education.
- Effective communicator with excellent presentation and interpersonal skills.

- Experienced in leveraging technology to enhance teaching and learning experiences.
- Committed to promoting academic excellence and student success.

English Lecturer | Balaji Junior College of Art & Science (Ballarpur, Chandrapur)

[Aug'2009-April'2010]

Educational Qualification

Course	University	Year
Bachelor of Arts: English Literature	Girls Degree College of Arts - Nagpur	2003
Master of Arts: English Literature	Campus Nagpur University - Nagpur	2005
B.Ed.: English, Civics	Sant KE Chawra College Ballarsha - Ballarsha, Dist. Chandrapur	2010

Certifications

Excel skills for business: essentials
 Fundamentals of project planning and management.
 The Fundamentals of Human resource Management

Skills and Interests

Business- Critical Thinking, Teamwork, Leadership, Multitasking Abilities, Recruiting, Problem-solving, Client Management.
Tools- MS Office, Advanced Excel, GitHub, GitLab, AWS, Jira, Trello. **Interests-** Counselling, Problem Solving, Communication, Motivation, Singing, Debate.