

Muhammad Nawazish Raza

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Personal profile statement

I am a highly organized, dedicated and diplomatic Human Resources Officer, with a proven ability to improve working environments and a commitment to employee welfare. Sensitive to employee concerns, I possess strong interpersonal skills, demonstrating the utmost discretion and integrity when dealing with confidential information. I am also proficient in business, reflected in familiarity with payroll systems and employment law.

Education

2019 – 2022	MBA Human Resources Management	Muhammad Ali Jinnah University Karachi	Grade achieved- Appeared
2014 – 2017	Bachelor In Commerce	Shah Abdul latif University Khairpur Mir's	Grade achieved: 1st division
2011 – 2013	Intermediate	BISE Sukkur	Grade achieved: B

Work experience

Aug- 2022 – Present	HR Service Delivery Specialist	(Esquare Services Pvt.(Ltd)
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Main duties performed:

- Client servicing experience desirable
- Point of contact with Fund Accounting
- Own the process and any actions end to end to fully resolve inquiries consistent with client.
- Develop solutions based on client's business requirements and/or internal operational process gaps.
- Facilitating service delivery team day to day operations across multiple services.
- Identify best HR operational practices within the region and support in Country implementation.
- Collaborates with other departments in order to improve processes and HR management tools.

- Responsible for all employment records being well documented, accurate, maintained, and retrievable
- Ensure that all operational processes are correctly documented (Standard Operating Procedures) and have built in control assessments to review their effectiveness.
- Identify, develop and maintain the controls required in HR Operations processes
- Great planning and organizing skills and time management

Aug- 2020 – July-2022

Work Force Administrator – HRSG

(Deputed Shan Foods)

Main duties performed:

- Acting as the first point of contact for any Human Resources issues
- Provide advice and guidance to managers about HR-related issues
- Providing support to all employees on 'long-term sick' or with challenging medical issues and organizing their duties appropriately (amending duties, return to work, etc)
- Producing HR statistical reports (headcount, absenteeism, leaves, etc.)
- Recruiting, short-listing, interviewing and training new staff members.
- Updating, maintaining and auditing of personal data for all the employees
- Organizing training and development workshops for new and existing staff
- Dealing with general HR issues such as annual leave, bereavement, maternity, paternity, flexible working requests, timesheets, etc. on a daily basis.
- Implementing disciplinary action (when necessary).
- Liaison with Govt. institutions to ensure legal compliance i.e., SESSI/ EOBI
- Encouraging diversity and promoting equal opportunities in the workplace
- Implementing employment law and workplace regulations
- Taking notes during meetings and writing minutes of the meeting afterwards
 - Payroll Execution: Ensuring timely and error free payment of 670 Outsource staffall monthly financial payments (salaries, allowances, deductions, overtime, incentives & bonuses etc. if any.
- Manage day-to-day matters of all staff at Field

September-2019 – June 2020

HR Officer

Greeno Corporation Pvt.Ltd

Main duties performed:

- Assisting in the administration of company policy and HR procedures
- Dealing with employee grievances, reporting complaints to senior managers
- Producing handbooks and employment information booklets
- Drafting job adverts, creating job descriptions and personal specifications and reviewing job applications (CV, cover letter and application form) for short-listing suitable candidates.
- General Admin duties; regularly making and answering phone calls, sending out emails to staff, taking minutes, printing, , filing, etc.

Attributes:-

- Advanced interpersonal skills, demonstrated in the ability to develop strong working relationships with colleagues and company employees.
- Proficient in Microsoft Office and Softrack HR Software, time Trax.
- In-depth knowledge of employment law and workplace regulations
- Professional and confident with excellent diplomacy and negotiation skills
- Excellent communication skills with an ability to liaise effectively with a range of departments to effectively implement company policies.
- Ability To Work Under pressure, Team Leading. Fast Learner

Declaration:-

I hereby declare that all the details furnished above are true to the best of my knowledge.