

# USMAN ABBASI

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Karachi, Pakistan 75300

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## HR PROFESSIONAL

Experienced HR professional with expertise in HR Operations, Talent Acquisition, and Organizational Development. Proven track record of managing payroll, employee information, benefits programs, and overall employee lifecycle. Skilled in streamlining hiring processes, reviewing and developing standard operating procedures, and ensuring compliance with government regulations. Experienced in working with multinational clients such as Dnata, Emaar Group, Red Bull, and DHL.

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## KEY COMPETENCIES

Payroll & Benefits  
Talent Acquisition  
Client relationships

HR reporting  
Negotiations  
Strategic planning

Team Player  
Communication  
Operations management

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## PROFESSIONAL EXPERIENCE

### Tekrevol

May-2022- April 2023

#### Associate Manager - HR

- Administers multi-state payroll on a monthly basis.
- Managing benefits program and vendor relationships.
- Assists employees with questions, issues and enrollment.
- Maintains database of employee records as well as all active and inactive applications.
- Conducts initial screening interviews and contacts references to verify background.
- Conducts all new-hire orientations.
- Assists with the development of new-hire training material.
- Contributes to ongoing recruiting efforts as needed.
- Mitigates employee relation issues while adhering to company, state and federal laws and regulations.
- Maintains complete confidentiality of all HR-related information.
- Continually works with department to streamline the hiring process and improve internal policies.

### HRSG - Innovative Business Solutions

June 2021 - Oct 2021

#### Junior People & Business Partner

- Created value by serving clients' Talent Acquisition, Rewards, Talent Management, and Organizational Development related needs.
- Performed role as a strategic business partner to help organizations navigate as well as implement change.
- Collaborated with cross-functional teams to identify areas of improvement in HR policies and practices.
- Developed and implemented strategies to enhance employee engagement and retention.

- Managed HR operations and payroll management of outsourced employees deputed at Multi-National clients such as Dnata, Emaar Group, Red bull and DHL.
- Managed employees deputed at client to ensure smooth execution of operations by being compliant to organizations policy and global standards.
- Strengthened HR processes by developing new standard operating procedures and reviewing the existing procedures to make sure that processes implemented ensure best results.
- Recruited appropriate resource as per the requirement of the client/job along with timely preparation and accurate maintenance of HRSG Outsourced employee records as per policy and in compliance with the government regulations.
- Managed payroll and incorporated all changes in the monthly salaries as per the client request and processed Full & Final settlements.
- Adhered to and ensured compliance with all government regulations applicable to the Human Resource Management firms in Pakistan.

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## **EDUCATION**

### **University of Karachi (2020-2021)**

Masters in Human Resource Management & Services

### **University of Karachi (2019-2020)**

Post Graduate Diploma in Human Resources Management & Services

### **University of Karachi (2016-2018)**

Bachelors in Economics

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