



# WASEEM SAJJAD

## PERSONAL PROFILE

Highly dedicated and versatile Human Resource Professional leveraging 06+ years excellence in all aspects of human resource. Outstanding communication, relationship-building and influencing skills; competent in building employee relationships which inspire confidence and loyalty.

## SKILLS

- Recruitment & Selection
- HR Operations
- Employee Grievances
- HR Policies & Procedures
- Employee Orientation

## CONTACT



+92-321-2452784



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Decent Towers, Gulistan-e- Jauhar  
Block 15, Karachi, Pakistan.

D.O.B- 24-04-1992

Languages: Urdu, English

Marital Status: Married

## WORK EXPERIENCE

### ALLIED SHIPPERS INTERNATIONAL, KARACHI , PAKISTAN

Sept 2018 – March 2023

HR Officer

Responsible for recruitment and onboarding of candidates. Prepared and dispatched employment contract to candidates and held employee orientation for new joiners.

Handled and resolved employees grievances, was point of contact on all kinds of HR related matters.

Independently managed attendance and payroll of the company.

Provided all kinds of letters on request to employees and maintained employee files, leave records and all HR related documents.

### MAHY KHOORY AND CO. L.L.C., DUBAI, UAE

Jan 2013 – May 2017

Human Resource Assistant

Served as a knowledge expert on human resources matters, overseeing staff in areas such as organizational structure, employee files, and employee relations/grievances.

Assisted in recruitment processes and skillfully monitored HR records and systems.

Gained knowledge of various tools to attract talent and handled a high volume of employee interactions per day, providing personalized and friendly service while addressing HR policy and procedure inquiries.

## EDUCATION

### Preston University, Ajman, UAE

2008-2012

Bachelor of Business Administration in Finance and Accounting

## ACHIEVEMENTS

Integral part of ISO 9001:2008 certification process for M.A.H.Y. Khoory & Co. attended various training sessions including First Aid Training, and ISO9001:2008 awareness training etc.