

MUHAMMAD UMAIR US SHEIKH

Human Resource Generalist

Karachi

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0317-2699613

Seeking a challenging position where I can develop my educational and experience skills further and to be an effective team member. I am keenly interested to work in career oriented organization to acquire experience and professional skills and become a radical part of a challenging and progressive organization.

Initiative: Can delegate and work under pressure for the achievement of a specific task and can take responsibilities.

#readytowork

Willing to relocate: Anywhere



WORK EXPERIENCE

Human Resource Manager

Netsat (Private) Limited - Karachi
May 2020 to July 2020

Was working As An HR Manager / Generalist for NetSat Call Center dealing with USA Clients

Human Resource Generalist

Four Brothers - Karachi
February 2018 to May 2020

was working as an HR/Accounts/Finance Assistant at one of the flagship Fast Food Restaurant chain BURGER LAB

Freelancer

Velox Taxi - Karachi
August 2017 to December 2017

Worked as an Live Support Agent with the drivers & taxi scheduling

Coordinator

Royal Comm - Karachi
January 2017 to July 2017

A bridge between clients and the employees to make things work out in favor of both parties (client & company)

Claims Representative

Protege Global - Karachi
July 2016 to August 2016

Worked as a negotiation officer for the purpose of recovering medical bills

Office-Assistant

AIPH (APPNA Institute of Public Health) Jinnah Sindh Medical University - Karachi

March 2014 to October 2014

Worked as an Office Assistant

Customer Service Executive

PTCL - Karachi

September 2013 to December 2013

Worked on the domestic inbound campaign

Business Development Officer

Medlink - Karachi

July 2013 to August 2013

Worked on security software & hardware projects offered to international clients

Business Development Officer

STERLING INTERNATIONAL - Karachi

December 2011 to December 2012

Customer Service Executive

e-square-HR Services - Karachi

October 2008 to December 2008

Worked on one of their international campaigns Bell Canada



EDUCATION

Master's in Human Resource

Sindh Institute of Management & Technology - Karachi

January 2016 to December 2018

Bachelor's in Commerce

Karachi University - Karachi

2010

Intermediate in Pre-Engineering

Narayan Jagannath High School - Karachi

High School in Science

St Patrick High School - Karachi



SKILLS

- **Microsoft Office (5 years)**
- **Human Resource (3 years)**

- Administration (4 years)
- Customer Relation (4 years)
- Coordinator (2 years)
- Counseling (2 years)
- Vendor Management (3 years)



LINKS

<http://linkedin.com/in/mumairuss>



CERTIFICATIONS AND LICENSES

Free Lancer

August 2019 to Present

Completed My Free Lancing Course from DigiSkills.pk Platform.

Immunity Ambassador for COVID-19

April 2020 to Present

Community Immunity Ambassador Program

Training from Mohammed Bin Rashid University of Medicine and Health Sciences - Dubai