

UMER NAWAZ

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Riyadh - KSA

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IQAMA : Transferable

Objective:

To obtain a job within my chosen field that will challenge me and allow me to use my education, skills and past experiences in a way that is mutually beneficial to both myself and my employer and allow for future growth and advancement.

Professional Summary:

Organized and capable, has excellent interpersonal skills and the ability to effectively identify screen and recruit viable applicants. Has a Master degree in Human Resources and more than seven years of HR, Recruitment, and Training Experience.

Experience:

Training Officer

September, 2017 – Present

Mitsubishi Electric Saudi Ltd

(Elevator & Escalator)

1. Maintaining training data base (Domestic & Overseas).
 2. Coordinating with regions and working on TNA.
 3. Coordination with departments to collect the list of nominated employees for particular training.
 4. Preparing training materials for training.
 5. Maintain filing and record keeping system.
 6. Oversee induction training for new employees.
 7. Preparing & delivering any course material related to HR and Soft Skills topics.
 8. Completing all the required documents for visa processing for overseas training.
 9. Preparation of any required reports.
 10. Collecting the feedback for domestic and overseas training.
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Recruitment Officer

August, 2015 – August, 2017

Mitsubishi Electric Saudi Ltd

(Elevator & Escalator)

1. Reviews and Screens employment applications and preparing interview files.
2. Coordinate with the department for conducting the interview of shortlisted candidates.
3. Issuing E-Wakala & contract for offer accepted candidates.
4. Coordinating with the agencies from India, Pakistan, Sri Lanka, Philippine to ensure that the visa stamping process.
5. Conducting new employee's orientation & Induction upon their joining.
6. Updating weekly report for available and hired positions.
7. Reviewing and approving job descriptions
8. Sourcing internal and external candidates according to relevant job criteria,
9. Mining databases, networking, internet recruitment activities, cold calling, media such as LinkedIn and employee referrals.
10. Conducting thorough phone-screening of candidates to obtain relevant job related information

including but not limited to work history, skills, abilities, and education.

11. Managing recruitment and visa process activities with overseas recruitment agencies.
12. Plan, administrate and execute overseas recruitment trips (Contingency / bulk recruitment) as and when required in different countries i.e. India, Pakistan, Sri Lanka, Philippines,
13. Follow-up with recruitment agencies for visa stamping & recruitment status of the candidates.
14. Acting as key liaison between the Company and overseas Recruitment Agencies on all matters related to overseas recruitment.
15. Developing the Talent Pipeline for future openings.

Recruitment Specialist

December, 2014 – July, 2015

One Plus One for Recruitment

(Recruitment Agency)

1. Interacting with clients for understanding their requirements.
2. Sourcing CV's through job portals, internal data base.
3. Screening CV's as per the client requirement.
4. Conducting Tele-phone interviews of candidates.
5. Arranging for personal interviews with the clients.
6. Ensure all vacancies are filled with the suitable candidates within the targeted time.
7. Job postings, managing job portals, database and advertisement.
8. Co-coordinating with the Overseas Agencies to complete documentation for visa process and share the requirements with them in India, Philippines, Pakistan, and Sri Lanka.
9. Continuous Follow-up with Agencies to get the desired candidate profiles within given time limit.

Human Resource Officer

November, 2011 - April, 2014

Metro Hi-Tech (Pvt.) Ltd Gujarat Pakistan

(Motor Bike Manufacturer)

1. Overseeing the human resources department staff and handling all issues involving employee complaints or questions that cannot be answered by other staff.
2. Conduct employee orientation and facilitate new comers joining formalities.
3. Maintain and regularly update master database (personal file, personal database of each employee).
4. Maintaining CV data base.
5. Coordinating and managing the performance management activities.
6. Planning, coordinating & executing recruitment & selection activities / staffing process.
7. Prepare & process leave encashment and full & final settlements of exit employees.
8. Keep updated on all HR Policies/ Procedures.
9. Prepare EOBI contributions statements of regular employees.
10. Routine Internal and External correspondence.
11. Disseminate necessary information to the employees verbally, or through e-mail.
12. Maintaining /Updating Leave Records; Maintain physical leaves application files.
13. Conduct first round of telephone interview for the candidates to schedule interviews.
14. Prepare and submit all relevant HR letters (appointment, contract/probation end, confirmation, transfer, warning and termination) to employees in consultation with the management.
15. Working on claims of Medical Reimbursement (OPD & In-Patient) against the limits provided.
16. Issue employment cards to the new hires.

HR Assistant
July 2010 – June 2011

Federal Investigation Agency Islamabad, Pakistan.
(Federal Government Agency)

1. Interact with HR Manager in day-to-day routine work.
2. Handle routine email, Fax and Telephone enquiries in courteous and professional manner.
3. Establish and maintain computer records, including recruitment, general (sick leave, vacation pay and hourly time records).
4. Maintain confidential employee information and records.
5. Perform office services such as filing of documents, duplication, stocking of supplies and monitoring of office equipments.
6. Scheduling of interviews and ensuring candidates are managed through the process in a timely and professional manner regardless of the outcome of their application.

Qualifications

Academics

MBA (Masters in Business Administration)	:2007 – 2010	Bahria University-Islamabad - Pakistan
B.Com (Bachelor of Commerce).	:2004 – 2007	Punjab University –Lahore - Pakistan

IT Skills

Ms Office

SAP (Front End user – HCM Module)

Personal Details

Father's Name	: Haq Nawaz
Nationality	: Pakistani
Date of Birth	: 07 Nov 1986
Marital Status	: Married, Two Child.