

# UZAIR ZIA

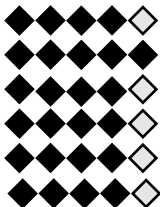
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Dedicated and adaptable HR professional with a keen understanding of HR principles, exceptional interpersonal skills, and a proven track record of effective multitasking. Experienced in managing the complete spectrum of HR functions, from talent acquisition to employee engagement and policy development. Seeking a dynamic role in Human Resource with a forward-thinking organization, to deliver high-level support and contribute in the growth.

## SKILLS

- ◆ Talent Acquisition
- ◆ Employee engagement
- ◆ Policy development
- ◆ Data Analysis and Reporting
- ◆ Attention to detail
- ◆ MS Office



## EDUCATION

- ◆ Jan 2018 - May 2021   **MBA: HR**  
                  *Iqra University – Main Campus*
- ◆ May 2012 - Jun 2016   **B.Sc**  
                  *Govt. College Formen, Nazimabad*
- ◆ Jul 2009 - Jun 2011   **HSC**  
                  *Govt. Islamia Science College*

## WORK HISTORY

- ◆ Dec 2023 - Present   **HR Executive**  
                              *Chase Value*


  - Responsible for complete recruitment and ongoing talent acquisitions
  - Evaluating applications and screening candidates via call.
  - Sourcing candidates through career portals, LinkedIn, personal references, and social media platforms.
  - Manage the entire hiring process, including scheduling interviews, conducting reference checks, and extending job offers. Build relationships with candidates to ensure a positive candidate experience.
  - Managed employee life cycle i.e. hiring, onboarding, orientation, off boarding.
  - Act as first point of contact for employee concerns and inquiries, while maintained a positive work environment.
  - Manage administrative tasks i.e., HRMS management, attendance enrollment, & Employee payroll.
  - Ensure all payroll transactions of all employees are processed timely and efficiently.
  - Maintain personal files for employees, ensuring the accuracy and security of personnel records.
  - Managing Employees’ attendance, leave balance, FNF etc.
- ◆ Jun 2021 - Dec 2023   **Assistant Manager HR**  
                              *Ronin (Leading Mobile accessories brand in Pakistan)*


  - Responsible for complete recruitment and ongoing talent acquisitions of the company.
  - Evaluating applications and screening candidates via call.
  - Sourcing candidates through career portals, LinkedIn, personal references, and social media platforms.
  - Manage the entire hiring process, including scheduling interviews, conducting reference checks, and extending job offers. Build relationships with candidates to ensure a positive candidate experience.
  - Manage recruitment tracker, dashboards, and daily HR reporting.
  - Process required HR documents; approvals, offers, appointments, confirmations, internship contracts, job descriptions, policies, and organograms.
  - Managed employee life cycle i.e. hiring, onboarding, orientation, off boarding.
  - Making policies and procedures.

- Act as first point of contact for employee concerns and inquiries, while maintained a positive work environment.
- Managing Health Insurance & EOBI matters.
- Manage administrative tasks i.e., HRMS management, attendance enrollment, & first aid box.
- Ensure all payroll transactions of all employees are processed timely and efficiently.
- Managing employee engagement activities.
- Maintain personal files for employees, ensuring the accuracy and security of personnel records.
- Managing Employees' attendance, leave balance, FNF etc.

Mar 2021 - **HR Executive**  
June 2021 *Forrun (Pvt) Ltd*

- Screening resumes, conducting telephonic interviews, scheduling interviews, and managing job portals.
- Addressing employees' queries.
- Assist the HR team in employee engagement activities.
- Managing Employees' attendance, leave balance, and payroll.



Jan 2021 - **HR Intern**  
Mar 2021 *Tafsol Technologies (Software House)*

- Screening resumes and scheduling interviews.
- Technical recruitment (Screening, conducting interviews, hiring of Developers, Designers, Digital Marketers etc.)
- Manage job advertisements on job portals and social networks.
- Assist the HR team in organizing career fairs and special events.
- Collect payroll information such as hours of work done by an employee, details of bank accounts, leave record, managing FnF settlements, etc.



Feb 2015 - **Counter Supervisor**  
Mar 2020 *Air Usmania Travel & Tours*

- Respond to clients' questions, issues, complaints, and implement appropriate solutions.
- Direct activities of team to meet customers' travelling requirements.

Jul 2013 - **HR Administrator**  
Dec 2014 *Karwan-E-Baqee Travel & Tours*

- Maintaining employment records and employee data.
- Maintaining of HR database.
- Assisting in the recruitment process and setup interviews.

## PROFESSIONAL CERTIFICATION

- ◆ Certified MS Excel User (Essential, Intermediate 1, Intermediate 2, Advanced) by Macquarie University
- ◆ Power BI Certification (Basic)
- ◆ Introduction to People Analytics by MIPT
- ◆ The Art of Negotiation
- ◆ Effective Problem-Solving and Decision-Making

## HOBBIES

- ◆ Playing and watching Sports