



Muhammad Usama Afzal

📍 **Home** : House No. D-148/11, Street No. 58-A, PAEC ECHS, Rawat., Islamabad, Pakistan

✉ **Email**: Usama.afzal7277@gmail.com 📞 **Phone**: (+92) 3170068042

Gender: Male **Date of birth**: 15/09/1998 **Nationality**: Pakistani

ABOUT MYSELF

I am a dedicated HR professional with strong communication skills and a passion for improving organizational efficiency through data-driven strategies. Committed to employee growth and retention, I aim to contribute to positive change that aligns with business goals.

I genuinely believe in making things work better, and I'm excited about finding new ways to do that. I'm not just about guesswork; I like using facts and numbers to figure out what's really going on and to suggest improvements. I'm eager to be a part of making positive changes that align with the bigger goals of the business. I'm here to contribute to making the HR department even more effective and supportive of everyone's success.

WORK EXPERIENCE

[10/2018 – Current]

Junior Assistant (Admin)

ATOMIC ENERGY CANCER HOSPITAL (NORI)

City: Islamabad | **Country**: Pakistan

- Assisted in the recruitment process by screening and interviewing potential candidates.
- Prepare and maintain employee records in accordance with office policies and legal requirement.
- I've worked as an Audit Coordinator in Federal and Internal Audit, efficiently managing and coordinating audit tasks.
- Maintained the utmost data precision by meticulously updating and managing the HR database, incorporating new employee data and benefit modifications with acute attention to detail.
- Upheld the highest standards of employee data confidentiality.
- Implemented the HR policies and procedures in administrative work.
- Skilfully managed payroll operations and diligently tracked employee timekeeping.
- Prepare Performance Evaluation Reports (PERs) of all the staff.
- Contributed to the strategic formulation and successful implementation of streamlined administrative procedures.
- Actively participated in ISO certification audit.
- Assisted senior management with scheduling, reports, and correspondence.
- Provided high-level administrative support to senior executives and management teams.
- Designed and conducted training programs for employees, covering topics like leadership, communication, and compliance.
- Maintained and updated employee records using HR software (e.g. Customized HR systems).
- Oversaw daily office operations, ensuring efficiency and productivity.

EDUCATION AND TRAINING

[15/04/2020 – 06/09/2024]

BACHELOR OF SCIENCE (PUBLIC ADMINISTRATION)

Virtual University of Pakistan

City: Islamabad | **Country**: Pakistan |

[2015 – 2017]

F.Sc (Pre-Engineering)

Army Public School & College, Rawat

City: Islamabad | **Country**: Pakistan |

[2013 – 2015]

Matric (Science)

NFRD Public School, Rawat

City: Islamabad | **Country**: Pakistan |

SKILLS

Recruitment and Talent Acquisition

Training and Development

Compensation and Benefits Management

Public Speaking and Communication

Payroll Software

HMIS

Leave Management

Global Web Application (GWA)

Oracle HRMS

Microsoft Office

Microsoft Excel

LANGUAGE SKILLS

Mother tongue(s): Urdu **Other language(s):** English