



## Usman Nazir

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**Father's Name:** Malik Nazir Ahmed

**Date of Birth:** 16 April 1989

**Pak ID No:** 37405-8124474-5

**Address:** H # 33, St # 486, Service road west, G-13/1, Islamabad, Pakistan.

**Nationality:** Pakistani

**Passport No:** ES9824742

**Domicile:** Rawalpindi

### Objective:

A competitive intelligent graduate degree holder, having experience in Human Resources, Administration, Sales & Marketing, Accounts and Management seeking work in professional organization where I can utilize my skills to achieve organizational goals and gain further professional skills. I have ability to understand the work, my thinking also analytical and innovative which help in making organization successful.

### Education:

| Degree Title           | Passing Year | Board/ University                                |
|------------------------|--------------|--------------------------------------------------|
| MBA                    | 2016         | NUML Islamabad, Pakistan                         |
| Bachelor in Commerce   | 2012         | University of Punjab, Pakistan                   |
| F.sc (Pre-engineering) | 2007         | Chenab College Jhang, Faisalabad Board, Pakistan |
| Matric (Science)       | 2005         | APS College, Federal Board, Pakistan             |

### Courses:

- Graphic Designing.
- Inventory Management Control in 2018.
- Oracle 11 G (SQL, data development) in 2016.
- Project Management in 2023.

### Experience:

I have approximate 07 year organization work experience with Government, Semi Government and private sectors.

1. Working as Assistant Director (AD Adm & Coord) in Medical College (NUST School of Health Sciences) NSHS Islamabad. (Dec 2022-Continue)
2. Work as a Manager in NUST Field Adm Dte Islamabad. (Aug 2020-Dec 2022)
  - As a Manager maintain the discipline of students, implement hostel rules and regulation, inspection of students room and their belongings, maintain and manage hostel records, maintenance of hostel building and its cleaning, correspondence with students and their parents, grooming counseling and monitoring of students.
3. Work for QATAR AVIATION SERVICES as a Ground Handling Agent air side operations on Hamad International Airport Doha, Qatar. (Sep 2019-Mar 2020)
4. I have worked with PAKISTAN RED CRESCENT in HR & OD Department as Management Assistant. (Apr 2017-Mar 2018)
  - In HR I have grip on employee's Filing & documentation, Payroll, Employees Benefits & Compensation, Recruitment Cycle, maintain Individual career progression chart for employee, employee Appointment letters/contracts, Work on HR Manual & implementation of policies, Work on Performance evaluation and Employees objective setting.
  - In OD I maintain the minutes of meeting, Maintain record, arrange delegates meeting, visa process, and Organization development work.

5. I also did work in MIA corporate PVT LTD dealing in ACSON & DAIKIN air condition in HR and S&M Department. (Jan 2016-Sep 2016)
  - In HR my responsibility is to maintain employees detail, maintain employees files and documents, prepare individual career progression chart for employee, Recruitment Cycle, collect employee applications, letters, allowances bills from employees, keep update/record in payroll.
  - In sales and Marketing I do prepare purchase order, sale order, delivery order, invoices, and sale quotations by using ERP, make tender documents, proposal for products, and take order by call, deal with customers, receive payment.
6. I have done my internship with Pakistan Public Works Department (PWD) in accounts & budget department. (Jan 2015-Jul 2015)
  - I do work in Cheque section, G.P fund section, auditing section and budgeting section.
7. Work for A-One PSO Petroleum as Accounts Assistant. (Jan 2013-Dec 2014)
  - Maintain the accounts Payable/Receivable& employees salary.

### **Academic Projects:**

- Marketing Plan on rent a car Business.
- Business Plan on shoes making company.
- Organize Event Book Review Section in University.
- Organizational Behavior report on SOS village.
- Research Report on Corporate Social Responsibility.
- Our team organizes events and seminars in university. In 2014 we start HR society in university. In which we organize different events, seminars, trainings and job fairs related to HR projects & HR practices.

### **Trainings:**

- General security awareness training (GSAT) by QAS & HIA on 18 Sep.
- Airside safety awareness (RSA) training by QAS & HIA on 18 Sep.
- Basic induction and baggage handling workshop training by QAS & HIA on 25 Sep.
- Dangerous goods awareness (DGA) training by QAS & HIA on 26 Sep.
- Security awareness training (BSAT) by QAS & HIA on 28 Sep.

### **Major subject:**

Management, Organization behavior, organizational development, HRM, personnel training and development, recruitment and selection, Knowledge management, accounts and marketing.

### **Key Skills:**

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|--------------------------------|----------------------|
| • ERP & PAY ROLL               | • Team work          |
| • MS. Office                   | • Time management    |
| • Handling employee grievances | • Record Keeping     |
| • Project Management           | • Strategic Planning |
| • Inventory Control            | • AMADAS             |

### **Interests & Additional Information:**

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|--------------------|--------------------|
| • Traveling        | • Making Friends   |
| • Research         | • Internet Surfing |
| • Games            |                    |
| • Data development |                    |

### **Professional References:**

- Mr. Malik Nazir Ahmed: Section Judge Punjab High Court (R) (0923005075309)
  - Mr. Aftab Ali: Manager Pakistan Red Crescent (0923041030409)
  - Prof. Waris Ali: Professor NUML Islamabad (0923325096555)
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