



ZUBAIR KHAN

HUMAN RESOURCE SPECIALIST

ABOUT ME

Highly accomplished and results-oriented HR professional with 7 years of progressive experience across various facets of human resources, including talent acquisition, employee relations, HR operations, and administrative management. Adept at optimizing HR processes, fostering positive work environments, and contributing to organizational success. Seeking to leverage a comprehensive skill set to excel as an HR Specialist and drive impactful HR initiatives.

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Peshawar, Pakistan.

CORE SKILLS

- Talent Acquisition
- Employee Relations
- HR Policies & Compliance
- Performance Management
- HRIS Management
- Training & Development
- Office Administration
- Data Analysis
- Workforce Planning

SOFT SKILLS

- Teamwork
- Critical Thinking
- Well-organized
- Time Management
- Communication
- Active Listening
- Strategic Thinking
- Adaptability
- Attention To Detail
- Problem-solving

LANGUAGES

- English
- Urdu
- Pashto

EXPERIENCE

- **HR Manager, Mehria Town Attock**
December 2024 – Present
 - Streamlined HR policies for compliance and boosted employee satisfaction.
 - Managed end-to-end recruitment, cutting time-to-hire.
 - Resolved employee relations, improving performance and resolving conflicts.
- **Immigration Officer, KFA Consultant Peshawar**
September 2023 – November 2024
 - Managed client immigration applications, ensuring accurate documentation.
 - Provided expert guidance on visa processes and regulations.
 - Ensured precise record-keeping for all immigration submissions.
- **HR & Accounts Assistant, NTC Pakistan**
August 2019 – December 2021
 - Supported HR operations in record-keeping, payroll, and benefits.
 - Managed employee attendance and leave records, ensuring accuracy.
 - Collaborated with accounts on expense reports and invoicing.
- **HR & Admin Manager, Olympia Polytax Industry Pvt Ltd**
March 2015 – May 2019
 - Directed all HR and administrative functions for the organization.
 - Developed training programs, boosting employee skills and productivity.
 - Managed end-to-end recruitment, from job posting to offer.
 - Ensured full compliance with labor laws and company policies.

EDUCATION

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| 2021 | Specialization in Human Resource (HR)
<i>The University of Agriculture, Peshawar.</i> |
| 2019 | Master of Business Administration (MBA) 3.5 GPA
<i>The University of Agriculture, Peshawar.</i> |
| 2014 | Bachelor of Commerce
<i>Government College of Commerce, Peshawar.</i> |
| 2011 | Diploma in Commerce
<i>Muslim College of Commerce & Management, Peshawar.</i> |
| 2008 | Secondary School Certificate (Science)
<i>Warsak Model School and College, Peshawar.</i> |