

OZAIR IJAZ KIANI

ozairijazkiani@gmail.com | Phone: +923165102237 | LinkedIn: [linkedin.com/in/ozair-ijaz-kiani-chrp/](https://www.linkedin.com/in/ozair-ijaz-kiani-chrp/)

PROFESSIONAL SUMMARY

Entry-level Human Resources professional with international aPHRi certification and hands-on experience in recruitment, admissions support, training coordination, and curriculum research. Skilled in HRMS, Oracle, SPSS, and good command on MS Office, with a strong foundation in data handling. Skilled with excellent communication, analytical thinking, and teamwork, with a strong drive to contribute to people-focused organizational goals.

SKILLS

Tools & Systems: MS Office (Word, Excel, PowerPoint), Oracle, HRMS Tools, SPSS

Technical Skills: Recruitment & Selection, HRMS, HR Documentation, Data Entry, Payroll Assistance, Performance Appraisal Support, Training & Development

Soft Skills: Strong Communication, Stakeholders Management, Analytical Thinking, Relationship building, Collaboration & Teamwork, Time Management & Prioritization, Proactive & Detail Oriented, Adaptable & Flexible

EXPERIENCE

MS Admissions Intern | Registrar Directorate | [NUST](#) | Apr 2025 – Present

- Manage and respond to **500+ inquiries weekly** via calls and emails at the MS Helpdesk.
- Maintain applicant databases and guide candidates on program eligibility and selection.
- Coordinate with the ICT department to resolve applicant issues related to program addition, replacement, or removal.
- Ensure accurate data entry and smooth operational support for the admissions team.

Research Assistant | [National Curriculum Council](#) | Oct 2021 – Feb 2022

- Collaborated with **70 research assistants nationwide** to develop a comprehensive national curriculum.
- Assisted in **curriculum evaluation** of Social Studies and Geography under the supervision of education-sector experts.
- Contributed to structured content development, review processes, and research documentation.

Event Coordinator | [Bahria University](#) | Sep 2019 – Dec 2019

- Organized CALWASS research workshops, including: *How to Write a Research Proposal*, *How to Select a Research Topic*, and *AMOS Training*.
- Coordinated workshops for **50+ students** from Bahria University and Fatima Jinnah Women University.
- Managed logistics, participant communication, and event documentation.

HR Intern | [Fauji Foundation Head Office](#) | Dec 2017 – Feb 2018

- Supported recruitment and selection of **50+ teachers and doctors** across FF hospitals and schools.
- Assisted in HR operations including promotions, resignations, retirements, and payroll documentation.
- Executed accurate data entry and file management tasks to support daily HR workflows.

HR Intern | [Fauji Fertilizer Company Ltd](#) | July 2017 – Sep 2017

- Assisted in the recruitment drive for chemical engineers for the **MTO Program**.
- Performed employee data entry, record maintenance, and HR operational support.
- Collaborated with HR teams to streamline HR processes across the department.

HR Intern | [Canteen Stores Department](#) | June 2016 – Aug 2016

- Assisted in organizing and conducting **5 training sessions** for CSD employees in Rawalpindi Zone.
- Supported HR operations including HRMS data entry, performance appraisal coordination, and routine administrative tasks.

EDUCATION

Masters in Management Sciences (HRM) | Bahria University, Islamabad | July 2020 Bachelor of

Business Administration | Bahria University, Islamabad | June 2017

CERTIFICATIONS

Associate Professional in Human Resource International | [HRCI](#) | 2025

Certified Human Resource Professional | [NUST PDC](#) | 2025 Certified

Human Resource Professional | [Bahria University](#) |2025

AWARDS & ACCOMPLISHMENTS

- **Cum Laude Honor** in MS Management Sciences (Fall 2018)
- **Rector Honor's List** — Bahria University (Fall 2018 semester)
- **Batch Topper** — NUST CHRP (2024)
- Recognized for outstanding academic achievement and professional development performance

PUBLICATIONS

- *The Impact of Rewards and Supervisor Support on Turnover Intentions with the Mediating Role of Affective Commitment among University Lecturers.*
- *The Impact of Leadership Styles on Turnover Intentions through Organizational Citizenship Behavior: Evidence from SMEs in Pakistan.*