

UZAIR MUHAMMAD RAZZAQ

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House No. 142, AA Block, Street
1, Phase IV, DHA, Lahore.

ACADEMIC EDUCATION

Bachelor of Arts

2017-2019

University of the Punjab, Lahore.

BBA (Hons.) in Human Resource

2013-2017

Faculty of Management Studies
(FMS), University of Central
Punjab, Lahore.

Intermediate in Commerce

2011-2013

Punjab College of Commerce,
Lahore.

Matriculation in Humanities

2009-2011

The Educators, Lahore.

PERSONAL SKILLS

- Strong Presentation, Communication & Interpersonal skills.
- Command over MS OFFICE.
- Excellent hold over Social Media Marketing.
- Strong Computer skills.
- Recruitment & Selection
- Payroll Management
- Decision-making
- Event Management
- Time Management
- Customer dealing

WORK EXPERIENCE

Administrative Manager **SALEEM SHAMEEM & CO.**

Oct 2019- Present

- Financial Management
- Human Resource Management
- Social Media Management
- Managing company's warehouse inventory
- Dealing with clients
- Dealing with work site activities etc.

Asst. Manager HR **Tranche Technologies (PVT) Ltd.**

Feb 2019- Oct 2019

- Recruiting, training and developing staff
- Organizing employees training sessions and activities
- Monitoring staff performance and attendance
- Collecting employees documents
- Making offer letters and account opening letters
- Preparing HR documentations (Employee Handbook, Employment Contract etc.)

HR Executive **Physicians Revenue Group (PRG)**

Oct 2018- Feb 2019

- Screening CV's
- Telephonic Interviews
- Conducting Interviews
- Updating employees details on excel
- Collecting employees documents
- Preparing salary sheets

Recruitment Executive **Chicken Broast**

Oct 2017- Sept 2018

- Conducting Interviews
- Recruiting and Terminating of employees
- Making salaries of employees
- Updating attendance of employees on excel
- Dealing with customer complaints