



## ALI RAZA

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### Career Objective

To effectively utilize myself in a skill enhancing and professionally motivating environment in order to achieve career growth in a manner that positively benefits the organization.

### Employment History

**Organization:** Bykea Technologies Pvt. Ltd.

**Job Title:** HR Executive

**Tenure:** (January-2019 To May-2021)



#### Duties And Responsibilities

- Profiling and candidate verification against open position
- Shortlisting and organizing interviews
- Preparing letters of Appointment / Bank Letters / Experience etc.
- Employee attendance and leave record management
- Final settlement and clearances
- Employee benefits management
- Maintaining HRIS Portal
- Employee record management
- Coordination with other departments related to HR Matters
- Grievance handling and conflict resolution
- Participating in Career Fairs

**Organization:** nextOsys (a Sharp Image company)

**Job Title:** HR Intern

**Tenure:** (May-2018 To August-2018)



### Educational Background

Particular	Institute	Year of Passing	Grade/CGPA
<b>MBA (HR)</b>	Hamdard University	2018	3.18
<b>BBA</b>	KASB Institute of Technology	2016	3.29
<b>HSSC</b>	Govt. Degree College, Malir Cantt.	2011	C
<b>SSC</b>	White House English School	2009	A-One

### Skills and Abilities

- Dedicated and hardworking
- Logical and Quick thinker
- Team player
- Keen to learn