

SALEEM RAZA

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E-mail: saleemrazakhoso@gmail.com**Residential Address:**

C/o: Nadir Medical Store, Near Dr. Ziauddin Hospital, Clifton. Karachi Pakistan.

Permanent Address:

P/o: New Jatoi, Taluka: Moro District: Naushahro Feroze 67370. (Sindh) Pakistan

Career Objective

A competent and organized individual, able to work as part of team and manage several priorities at any time. Have a positive attitude, strong work ethic, and a keen desire to learn and grow within a firm.

Educational Qualifications

- **(IBA) University of Sindh. Jamshoro**
✓ MBA-HR Management 2014 3.26/4.00
- **Shah Abdul Latif University. Khairpur**
✓ M.A-Economics 2013 2nd Division
✓ Bachelor of Commerce 2010 2nd Division
- **Sindh Board of Technical Education. Karachi**
✓ Diploma in Business Administration 2007 " B "
- **Board of Intermediate & Secondary Education. Sukkur**
✓ HSC-Intermediate 2007 " B " SSC-Matriculation 2005 " A "

IT Short Courses

- Data Entry Operator (4 Months). Office Automation (3 Months). CIT (6 Months)

Work Experiences

- January 23, 2020-July 20, 2022

• **Position: HR & Admin Officer**
D. Baluch (Pvt) Ltd. Civil Engineering Services & Group of Industries, H.O.Karachi
Responsibilities: Recruiting, Training and developing, pension and benefits administration, approving job descriptions and advertisements, organizing staff training sessions and activities, monitoring staff performance and attendance, prepare regular reports on expenses and office budgets, book-meeting rooms as required, arrange travel and accommodations.
December 11, 2016-Dec: 20, 2017
- February 4, 2015-March 17, 2015

• **Position: HR-Trainee**
Pakistan Telecommunication Company Ltd: (PTCL) Regional Head Office Hyderabad.
Trainings: Administration Branch, Pension & Accounts, Pay Roll, Employee Facilitation Centre.
- July 9, 2014-September 8, 2014

• **Position: Internship Training**
National Bank of Pakistan (NBP) Regional Head Office. Hyderabad
Trainings: HR Department, Account Opening Department, Government Department, Clearing Department.

CURRICULUM VITAE

Work Experiences	<div>February 10, 2011-Dec: 14, 2011</div> <ul style="list-style-type: none">Position: Accounts Officer Ramzan & Sons (Pvt) Ltd. Civil, Electrical & Mechanical Engineering Services. Karachi Responsibilities: Provides financial information to management by researching and analyzing accounting data, preparing reports. Ensure that record of project and machinery are maintained up-to date and the stocktaking of equipment. To handle employee accounts of the project. <div>April 04, 2008-Nov: 05, 2009</div> <ul style="list-style-type: none">Position: Computer Lab: Assistant Technocrat Computer College & Business Administration Moro. Duties: Basic knowledge of MS-Office, system maintenance and system supports.
Key Skills	<div>√ Leadership & Teamwork √ Communication skills √ Problem-solving √ Strong presentation</div> <div>√ Ability to utilize information √ Strong Business knowledge √ Documentation & Reporting</div> <div>√ Ability to motivate others</div>
Workshop/Seminar	<ul style="list-style-type: none">Freelance, Career/Business & Designer/Developer. Ultimate Freelance Champ Seminar.Accountant Workshop. Organized by The Educator in Commerce. Hyderabad.HRM Specialist Seminar. Organized by IBA. Jamshoro.Innovation Business Idea, iCube 2013 Competition. Hyderabad.Career Counseling & Skill Development Seminar. Organized by IBA. Jamshoro.
Personal Information	<div><ul style="list-style-type: none">Father Name : Muhammad Sadique KhosoDate of Birth : 07th January 1990CNIC/NICOP # : 45303-5015227-5Passport # : LD9892271Marital Status : SingleNationality : PakistaniDomicile : Naushahro Feroze-R. SindhReligion : IslamLanguage : English, Urdu, Sindhi</div>
References	<ul style="list-style-type: none">Will be furnished upon demand.