

Anwar Zeb

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Maxine has the energy, passion and a relentless ambition needed to ensure that positive project outcomes are achieved within the parameters of time, scope, cost, risk and benefits. I have hybrid of skillset as well as extensive technical ability and knowledge of the R&D Process.

I am highly Effective Human Resources Manager with over 4 years of experience specializing in establishing productive business relationships and resolving critical human capital business issues. Offering an array of skills in accurate employee job performance assessment, recommending and implementing action plan strategies to meet HR needs, interdepartmental coordination, consultative relationship building, coaching, training, communication and schedule planning.

Proven ability to successfully multi-task in a dynamic, fast-paced environment while meeting all deadlines.

Work Experience

HR Recruiter

Cubic Tech Solutions - Islamabad, PK

December 2019 to February 2021

Pakistan

- Scheduled and conducted interviews, created and approved job offers and salary structures, recruited colleagues.
- Guaranteed compliance with all state, federal and local employment laws, as well as company standards, systems and processes in partnership with employment and labor relations departments.
- Spearheaded various regional and enterprise-wide human resource projects and initiatives to ensure compliance.
- Trained management on trend awareness and performance improvement through targeted consultations.
- Helped develop an enterprise-wide front line associate on-boarding toolkit for food and occupational safety training.
- Oversaw employee relations, benefits & compensation, staffing, management development and work force analysis.

Team Lead

Ufone PTML - Islamabad, PK

April 2015 to December 2019

Pakistan

- Conduct surveys to gather information on customer opinion of rendered services.
- Utilize social media platforms in reaching out to customers to help resolve issues and provide quick response to inquiries.
- Oversee the restructuring of an organization into a customer-focused establishment.
- Monitor the activities of the customer service team to ensure compliance with acceptable standards of customer service.

- Define and implement standards/procedures for ensuring optimal customer experience.
- Establish communication mediums through which customers can readily contact a company and vice versa.
- Organize training programs for customer experience representatives in order to update their job knowledge and enhance their skills.

PROJECTS ACCOMPLISH

Education

Bachelor's in Computer science

national defense university - IslamabadIslamabad

August 2015 to September 2020

Master's in Human Resources Management

NUML - ISLAMABAD

June 2017 to June 2020

Skills

- Experience in corporate Marketing and internal communication. Extensive knowledge in Technical, conceptual and practical marketing communication. My good communication Skills allow me to organize marketing campaign properly and perform product launching Successfully.
Team Leadership, Data Management, Reports generation and analysis, Client assessment and analysis, Project Management Cycle, Customer needs Assessment, Business Development, Budgeting Proposals
- Budgeting
- Project Planning
- Project Coordination
- Project Management
- Microsoft Project