

Zubair Javed

HR Professional

Karachi

zk993123@gmail.com

+92 308 5278486

Experienced professional, in segment of Human Resources Management & Administration, with "4 years" of experience in employee engagement, HR Operations, stress management. Tested skills in Healthcare, Education & BPO - Business Process Outsourcing industry, currently associated with TribeConsulting PVT LTD, catering multiple projects operations - CC - The Chemist - The Cart.

Work Experience

HR Executive

Tribe Consulting Pvt LTD. - Karachi

March 2021 to Present

Operations:

- Manage Employee onboarding Orientation, Council employees regarding company policies.
- Process timely confirmation and final settlement of employees.
- Manage timely process of Health Care Card -PakQatar Takaful, updating in employees' records.
- Monitor and solve payroll discrepancies as per policy.
- Timely process employee's Corporate payroll bank accounts (HBL HAW).
- Arrange Bank Inhouse activities for employees.
- Conduct HR exit interviews for separation.
- Maintain Employees record on Zoho Peoples HR system.
- Prepare and handing over of offer/appointment letters.
- Assist HR Manager in Training & Development projects
- Arrange employees engagement activities , GH activates.

Recruitment:

- Assist in JD formation.
- Add placement for vacant postions on all sourcing platforms Indeed, LinkedIn, Glassdoor, Rozee.
- Host and participate in job fairs and campus events
- Conduct initial phone screens to create shortlists of qualified candidates
- Interview candidates in person for a wide range of roles (junior, senior, and executive.
- Arrengeing interview with higher management after final assessment.
- Job offer placement.
- Applicants data management.

Asst Manager Operations (Admin & HR)

Tahir Medical Centre - Hospital - Karachi

May 2019 to September 2020

Pakistan

- Assist Directorate and Human Resource & Quality Assurance Department.
- Manage Hospital Security issues & making sure assets security.
- Supervise day to day Administrative Operations and manage all employees queries.
- Oversee and ensure the smooth delivery of healthcare to patients in the hospital.
- Making investigation reports in case of an incident to identify gaps in performance and preventing the same incidents from happening again.
- Transportation & inspection of vehicles.
- Supervision of Drivers & Security personals.
- Communication with Vendors , suppliers & Contractors.
- Managment of Equipment Log book.
- Maintaining record of all bills, office supplies.
- Monitor all Housekeeping cleaning staff and clean facility around the hospital.
- Analyze and resolve operations and workflow issues related to ICU & NICU.
- Monitor and communicate daily, weekly, and monthly production data to the administration & •Medical Director.
- Collaborate with HR department to develop employee training sessions & resolving conflicts related to staff, consultants other team members.
- Responsebal for Appropriate attire, behavior & conduct las per hospital policies.
- Employee's Counselling Regarding Organizationl Policies and SOP, s.
- Make daily reports about attendance, cases, surgeries.
- Ensure the quality of the reception.
- Assure that the required maintenance tasks are done on time.
- Ensure hospital assets and equipments security.
- Fullfill all required Maintenance task, Follow-up of Requirements, physical assessment of hospital Asset's.
- Maintain Smooth flow of OPDs and suggest improvement as required.
- Recommend operational improvements to meet productivity, quality and cost objectives.
- Coordination with Corporate Banking team regarding Employee Account's.
- POC for Employee Health insurance Company.
- Documents Verification & Managment of Employee's record.
- Social Engagement.
- Ensuring smooth employee onboarding process.
- Conduct Employee Satisfaction Surveys to Control attrition.
- Arreng HR one on one sessions.
- Data Managment on HR attrition dashboard
- Conduct Employees Orientation , Counseling regarding Organisational Protocols & SOPs.
- Add Posting regarding Required vacancies .
- CV screening , Interview arrangements .
- Documents verification / Claims.
- Reporting to the higher authorities, namely Director Administration, Medical director and CEO while monitoring the quality standards of the staff and all team members.
- Ensuring that the policies are being followed.
- Resolving customer/patient issues to their overall satisfaction.

Administrative Coordinator / Patients Coordinator

Ahmed Bhambha Eye - Hospital - Karachi

June 2017 to December 2018

- Ensure appropriate attire behaviour & uniform policy.
- Perform all other related tasks required to facilitate the efficient flow of patients through the practice or service areas .
- To oversee patient care in the hospital.
- Reporting the higher authorities regarding patient Queries.
- Analyze and resolve operational workflow issues.
- To ensure the quality of the reception.
- To oversee and ensure the smooth delivery of healthcare to patients in the hospital.
- To ensure hospital assets and equipments security.

Education

Bachelor's in Business administration (BBA - Old MBA In progress)

Emaan Institute of Management Sciences - Karachi

January 2020 to Present

Bachelor's in Commerce (B.COM)

Dadabhoy Institute of Higher Education - Karachi

January 2017 to December 2018

Intermediate in Commerce (I.COM)

Government National Collage (GNC) - Karachi

August 2013 to August 2015

High School in Bio Science (MATRICULATION)

AFS - School, Karachi - Karachi

May 2000 to 2013

Skills

- Administrative Skills
- Stress Management
- Time Management
- MS Office
- Negotiation Skills
- Social Engagement
- Anger Management
- Leadership Skills

Links

<https://www.linkedin.com/in/zubair-javed-1917a6178>

Certifications and Licenses

Infection Prevention Control

September 2019 to Present

Sindh Healthcare Commission (SHCC)

Organizational Change - Managing and Supporting Employees

August 2021 to Present

Alison

Additional Information

"Workshops"

- Workshop on -Certified Human Resource - CHRMP (Omni Academy)
- Workshop on -Self improvement and career Development (TMC - Hospital)
- D.O.B : 23-06-1995
- CNIC : 362023898298-7