



Muhammad Zohaib Baig

HR Professional

CONTACT ME

Flat# A5 Haneef Centre
North Karachi

muhammad_zohaib_baig@
outlook.com

+92-311-1827993

muhammad-zohaib-baig-
433645111/

EDUCATION

MBA - Preston University
Human Resources Management
2015 - 2019

B.A - University of Karachi
General History
2012 - 2013

Certification
Certificate Of Information Technology
Jun-2014 To Sep-2014

SKILLS

Talent Hunting

Payroll Management

Team Work

Communicative

Adaptability

WORK EXPERIENCE

Assistant Manager - HR Feb 2022 - Till

Dehlawi Optical Industries I Karachi

Process Monthly Payroll/FNF of employees
Recruite and hire top performers to add talent and value to department.
Onboarded new employees with training and new hire documentation.
Resolved staff member conflicts, actively listening to concerns and finding appropriate middle ground.
Delivered feedback to decision-makers regarding employee performance

Officer - HR Sep-2019 - Feb-2022

Al-Khidmat Hospital I Karachi

Coordinated employee placements and administrative details.
Facilitated successful policy implementation and enforcement to maintain legal and operational compliance.
Supported talent acquisition and allocation procedures of recruitment campaigns.
Improved organizational filing systems for confidential employee records, resulting in improved accessibility and efficiency.

Data Processor HR Nov-2017 - Sep-2019

Habib Bank Limited I Karachi

Assist in conducting the sourcing and recruitment for the company
On-board of new appointees in Oracle System
Personal File Maintenance of New Appointees
Record Maintenance and Issuance of Power of Attorney Documents
Capturing the authorized specimen signature
Deals with all type of queries with the top officials

SOFTWARE

- Peoples Konnect (Oracle)
- Zoho Recruit
- HRMS