

Shayan Amin Shaikh

HR OFFICER

I am Enthusiasm, dedication and desire –these are three of the qualities I would bring and the opportunity to be a member of your organization. I am eager to apply my academic achievements to my career aspirations and I am confident that my intensive studies and hard work align will be perfect with your organization.



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03134062698



N-94,Block-12 Gulistan-e-jauhar karachi, Karachi, Pakistan

SKILLS

MS OFFICE

ERP

EMS

LANGUAGES

Urdu

Professional Working Proficiency

English

Professional Working Proficiency

Sindhi

Professional Working Proficiency

INTERESTS

Riding

Hunting

Reading

WORK EXPERIENCE

HR OFFICER

Unibro Industries Limited

10/2021 - Present

Karachi

Achievements/Tasks

- Looking Recruitment and selection Process.
- Designing, Implementing and conducting Trainings Daily, Montly and yearly basis for organization development.
- Preparing Job offer and experience letters.
- Looking after SESSI and EOBI (Starting till end).
- Updating and Implementing JD's.
- Looking IR (Industrial Relations) and Employee relations.
- Conducting Exit Interview.
- Posting leaves and half days.
- Looking Full and Final settlement.

Operation and HR Officer

MCB Bank

07/2019 - 08/2020

Karachi

Achievements/Tasks

- Attracting pool of talent from various platforms.
- Conducting Initial Interviews.
- Preparing Employees Hiring documents (Offer Letters).
- Updating employees data on excel spread sheet as well as on EMS.
- Attendance management.

HR & Admin Officer

Zara Mobility

01/2018 - 06/2018

Karachi

Achievements/Tasks

- Shortlisting and conduting initial interviews of candidates.
- Employees File Maintaining.
- Preparing Appointment Letters.
- Updating new hiring records on ERP and EIS.

EDUCATION

Bachlors Of Bussiness Administration

Bahria University Karachi Campus

01/2013 - 06/2018

Karachi

Intermediate

Govt Degree City College

08/2009 - 08/2011

Hyderabad

Matriculation

St.Bonaventure's High School

01/1999 - 01/2009

Hyderabad