



Zahid Ali

My Contact

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📍 Dha Phase I Near NMC, Karachi,
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Hard Skill

- Business management
- Finance skills
- Employee relations
- Recruitment And Selection
- Managing priorities
- HR strategy
- Training and development

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Hobbies

- Creative writing
- Personal Reading
- working out gym
- Meditation
- Leadership Roles
- Listening to music

Languages

- English
- Urdu
- Sindhi

About Me

I am Self-motivated, highly passionate and hardworking Post-Graduate looking for an opportunity to work in Corporate sector which provides me with ample opportunities to enhance my skills and knowledge along with contributing to the growth of the organization

Professional Experience

Sybrid Private Limited. | HR ASSISTANT
2022 – Present

Key responsibilities:

- Maintains accurate and up-to-date human resource files, records, and documentation
- Maintain digital and electronic records of employees
- attendance matters and employee daily issues
- Perform orientations and update records of new staff
- Schedule meetings, interviews, HR events
- Served as point of contact with different departments.
- Answers asked questions from applicants and employees relative to standard Addition of new employees into the portal.
- policies, benefits, hiring processes
- Addition of new employees into the portal.
- Coordination with all relevant departments and Finance Department; ensuring that accurate and timely payroll is processed.
- Updating and changing the HRMS with any and all changes in the existing employee profile.

Education Background

- Master of Business Administration (MBA)
SZABIST
completed in 2022
- Bachelor of commerce (B.COM)
SALU
Completed in 2018

Certification

- Leadership Talent Hunt Program 2021
Completed in NOV 2021 YES (Dr. Javed Iqbal)