



## SEEMAL ZIA

Human Resource Officer



### CONTACT INFORMATION



March 24th



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G9-1, Islamabad.



### OBJECTIVE

Seeking a challenging position in an organization, where I bring my knowledge and skills in practice for the best interest of organization and for my career development as well.



### SKILLS

HRM SOFTWARE



TRAINING & DEVELOPMENT



LANGUAGE : ENGLISH / URDU / PUNJABI



SELF-MANAGEMENT SKILLS



STRATEGIC PLANNING



NEGOTIATION



MULTI-CULTURAL COMMUNICATION



COMPUTER LITERACY



REPORTING & ANALYSIS



### EDUCATION

Aug 2015



May 2017

**UNIVERSITY OF SARGODHA**  
**M.COM (FINANCE)**

GPA 2.59, Grade B, Accounting, Statistics, Business

Sep 2013



Oct 2015

**PUNJAB UNIVERSITY**  
**B.COM**

Division 2nd, Grade B+, Accounting, Statistics, Business

Sep 2011



Oct 2012

**BISE MULTAN**  
**I.COM**

Division 1ST, Grade A, Accounting, Math, Commerce, Computers

May 2009



June 2010

**BISE MULTAN**  
**Science**

Division 1ST, Grade A, General Science



### WORK EXPERIENCE

2023



Now

**AMIS CONTACT TECHNOLOGIES**  
**Business Sales Executive**

- Actively seek out new sales opportunities through cold calling, networking and social media.
- Negotiate/close deals and handle complaints or objections.
- Collaborate with team members to achieve better results.
- Building and maintaining a CRM database.
- Meeting daily, weekly, and monthly sales targets.
- Participating in sales team meetings.

2020



2022

**BILAL AND BILAL CONSTRUCTION COMPANY**  
**RWP**  
**Human Resources Officer**

- Coordinating office activities and operations to secure efficiency and compliance to company policies.
- Manages the talent acquisition process, which includes recruitment, interviewing, and hiring, particularly for professional roles; collaborates with departmental managers to understand skills and competencies required for openings.
- Create and update records and databases with personnel, other data.
- Negotiating salaries, working conditions and redundancy with staff.

Desire

Communication - Good.  
3/5 score  
Typing - 30.