



## Nashit Bin Noman

Human Resource | Vendor Support | Key Accounts Dealing| Data Analysis

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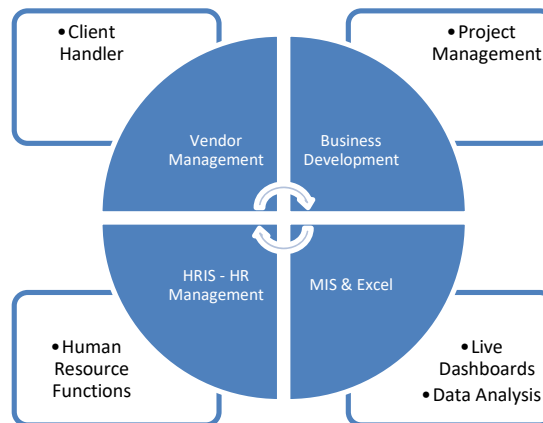
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### ABOUT ME

A proven professional with extensive experience in vendor relations and product management, driving performance, improving service center metrics, workforce management, and delivering presentations to higher hierarchy. Also, merchant-oriented and diligent account manager with a proven track record and 6 years of experience in sustaining merchant satisfaction and generating revenue. Have successfully built networks and relationships and business partnerships for the company's benefit. Possess remarkable communication work great among teams. Self-motivated, team player with strong organizational and interpersonal skills.

### DIGITAL SKILLS



### WORK EXPERIENCE

#### Senior HR Service Delivery Specialist

**E-Square Services Pvt Ltd.** [ 17 Jan 2023 – Current]

City: Karachi

Country: Pakistan

Email address: [nashit@esquare.com.pk](mailto:nashit@esquare.com.pk)

Name of unit or department: Human Resources - Service Delivery - Business or sector: Administrative and support service activities

- To Dealt with Client related to Human Resources solutions
- To resolve day to day task as per client's requirement
- Specialist in Service delivery
- HR Letter Management
- To manage group health and group life insurance of different companies
- To negotiate and dealt with Insurance companies regarding the policies and benefits
- Managing data base and keep track records
- Managing MIS of different clients
- Engage in monthly payroll activities of different clients
- To ensure daily targets meet on time
- Manage Service delivery team and keep track of each team member.

## **People Solutions Associate - Human Resources**

**Retailo Technologies Pvt Ltd** [ 1 Aug 2022 – 15 Jan 2023]

City: Karachi

Country: Pakistan

- Relation with Human resource external suppliers
- Responsible to maintain records and execute Payroll.
- Responsible to record and maintain Incentives & Gratuity invoices for the disbursement.
- Group Health Insurance & Group Life Insurance coordination with colleagues and insurance company for the claim reimbursement and Data updating as per the induction and separation of colleagues.
- Responsible to provide HR - Letters to colleagues as per request after maintaining the data record.
- To Maintain all trackers for inhouse visibility and reporting.
- For the visibility to finance and upper management responsible to provide Budget Forecasting and comparison in order to take decisions.

## **Specialist Service Delivery - Human Resources**

**HRS Global Pvt Ltd** [ 1<sup>st</sup> September 2021 – 30 Jun 2022]

City: Karachi

Country: Pakistan

- Dealt Human Resources task of different clients
- Resolution through email escalations
- Generating Payroll invoices
- Maintaining MIS
- HR Letter Management

## **Free Lancer - Logistics COD**

**Free Lance** [ 1 Nov 2020 – 1 Dec 2021]

City: Karachi

Country: Pakistan

- To engage with clients for product delivery
- Manage Delivery riders for compensation & benefits
- Generate delivery route
- Prepare invoice
- Manage day to day cash flows

## **Key Accounts Executive**

**Careem Pakistan Pvt Ltd** [ 5 Jun 2018 – 29 Mar 2020]

City: Karachi

Country: Pakistan

- To ensure all the team member is working effectively and efficiently.
- To monitor the daily task of all team members and checking out their Quality responses in order to resolve the issues.
- Making out daily and weekly working report of the department in order to report higher hierarchy.
- Responsible for coordinating with the vendors
- Ensure all the records are kept up to date and resolving the issues related vendors
- To work with the key account management department to agree upon objectives.
- To work and keep in contact with different departments to for keeping records, develop the strategies and deliver the best resolution to the vendors
- Look after all the issues in order to get them resolve in a mean time.
- Coordinate and monitor timelines and ensure deadlines are met.

## Supply Assistant

**Careem Pakistan Pvt Ltd** [ 17 Sep 2017 – 6 Jun 2018]

City: Karachi

Country: Pakistan

- Target Based Email Escalation Vendor Resolution.
- Daily team evaluation report.
- Vendor resolution in key area's Payment, Adjustments, operational and registration sort of issues.
- Making different SOP's for the issues in order to resolve the queries in an efficient way.

## EDUCATION AND TRAINING

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Bachelors in Business Administration

**Iqra University** [ 1 Jun 2014 – 1 Dec 2017]

City: Karachi

Country: Pakistan

- Self-Management Skills
- Operations Management
- Human Resource / Organization Behavior
- Business Communication

## LANGUAGE SKILLS

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Mother tongue(s): Urdu Other

language(s):

### English

LISTENING - B1 and B2

WRITING - C1 and C2

SPOKEN INTERACTION - B1 and B2

READING - B1 and B2

SPOKEN PRODUCTION - B1 and B2

*Levels: A1 and A2: Basic user;*

*B1 and B2: Independent user;*

*C1 and C2: Proficient user*

## HOBBIES AND INTERESTS

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Interest

- Cricket
- Socializing
- Researching
- Traveling

## PERSONAL INFORMATION

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- Gender: **Male**
- Marital Status: **Married**
- CNIC: **42101-8332082-1**
- Religion: **ISLAM**
- Nationality: **Pakistani**
- Date of Birth: **18- May -1993**