

# Aamir Ali Antaria

B-9, Muslim Apt Block "G", North Nazimabad Karachi  
Mobile #0342-8002023

## **Objective:**

A multi skilled professional with good all-round HR skills. Capable with an ability to deal with all the recruitment and resourcing needs of an organization. Experienced in providing timely and up to date HR advice to both managers and employees whilst at the same time making sure both the employee and employers interests are best represented. Extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues.

Now seeking a suitable human resources officer position with ambitious company

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## **Academic Qualifications:**

### Masters in Business Administration

Pakistan Air Force - Karachi Institute of Economics & Technology (PAF-KIET) Human Resource  
2019-2022

### Bachelors in Business Administration

Pakistan Air Force - Karachi Institute of Economics & Technology (PAF-KIET) Human Resource  
2011-2016

### Intermediate

Govt. Degree College - Commerce  
2010 - 2011

### Matriculation

S.T John High School  
2008 - 2009

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## **Working Experience:**

### **HR Officer at Medicam Group of Companies (Pvt.) Limited**

January 2021 – Present

- Liaise with other managers to determine staffing requirements.
- Use internal and external systems to advertise job vacancies as appropriate.
- Organize interviews and hiring procedures as required
- Develop and keep up to date policies relating to employment and other human resources issues.
- Attendance Management System
- Employee Personal File Management.
- Collecting daily, weekly and monthly timesheets.
- Calculating Employee benefits and deductions.
- Preparing Payroll Reports,
- Managing of Employee/Company Database.

**HR-Assistant at Saima Packaging (Pvt.) Limited**

February 2020 – September 2020

- Employee personal filemanagement
- Conduct telephonic interview and schedule interviews
- Conduct interviews of both general worker and management staff
- Welcome new employees to the organization by conducting orientation
- Maintaining records and information
- Coordinate with various department regarding new openings
- Maintain quality service by following organization standards.

**HR Assistant – Recruitment at Asianet Pakistan (Pvt.) Limited**

October 2019 – February 2020

- Screening Resumes
- Conduct Initial Interview
- Participating in recruitment efforts
- Follow-ups calls for scheduled interviews
- Maintain & update interview log sheets
- Posting job ads and organizing resumes and job applications
- Preparing new employee files
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address,etc.)
- Administering new employment assessments
- Maintaining current HR files and databases
- Support all internal and external HR related inquiries or requests
- Handle overall HR operations

**Verification Executive at People Source Plus Pvt. Limited**

April 2018 – January 2019

- Worked independently on Telenor Micro Finance Bank project.
- Worked on educational and employment verification.
- Maintain MIS of client and company.
- Assist in preparing manual payroll sheets
- Performing background checks.
- Dealing with internal and external queries
- To run daily operation related to Admin department
- Screening resumes.

**HR Intern at People Source Plus Pvt. Limited**

September 2017 – February 2018

- Assist in preparing employment contract
- Assist in preparing manual payroll sheets
- Approach HR department for past employment verification
- Prepared educational verification documents forwarded to different institutions
- Conduct telephonic reference check for background verification.

**Intern / HR Co-ordinator at Integration Xperts Pvt. Limited**

February 2017 – March 2017

- Assisting in the set up and maintenance of candidate databases
- Keep the record of employee leaves
- Organizing and arranging interviews for candidates.
- Conducting inductions for new employees.
- To run daily operation related to Admin department
- To handle employeequeries
- Dealing in compensation & benefits with HR consultant

**Areas of Expertise**

- Good communication & presentation skills
- Certificate in Information Technology from "PAF Collegiate"
- Good command on MS Office
- Good decision makingskills

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**Personal Information:**

Father Name: SaifuddinAntaria  
Date of Birth : 28 June 1992  
Marital Status : Single  
Nationality : Pakistani  
NIC no : 42101-2168578-9  
Email ID : [aamir.antaria@hotmail.com](mailto:aamir.antaria@hotmail.com)  
Language : Urdu & English

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**Reference:**

Available on Demand

