

Usman Kabir

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I am seeking a competitive and challenging position as per my qualification in well-reputed organization with learning environment where I can use my talents and skills for growth of organization and play vital role in expansion of the company while developing my career on other hand.

Willing to relocate: Anywhere

Work Experience

HR Administrator

PAK Gulf construction company - Pakistan
March 2018 to September 2019

- Assisted with day-to-day operations of HR Admin functions & duties. Organize, maintain and update employee Human Resource Management System & Leave Management System
- Maintain Employee Leave Files & Perform Employee Personal File Audits to ensure that all required employee documentation are collected and maintained.
- Manage phone calls and correspondence (e-mail, letters, scanning documents etc.
- Recording, maintaining and monitoring attendance to ensure employee punctuality.
- Maintain record of all employee's personal record in HRMS 360. Screening and Shortlisting.
- Setting Appointment and arranging meetings.
- New Employee's Documentation.
- Coordinate communication with candidates and schedule interviews
- Maintained all HR files & created databases of SO employees and keep that database updated
- Data Entry
- Documents Controller
- Employee's data base Other duties as assigned by HR Manager

Education

MBA(Master of Business Administration) in Human resource management/ Accounting/office Management/Marketing

University of Kotli - Dubai
2014 to 2018

BACHELOR OF ARTS in BACHELOR OF ARTS ECONOMICS

University of Azad - Jammu, Jammu and Kashmir
2010 to 2012

Skills

MS Office,HRMS

Certifications and Licenses

professional computer certificate

June 2010 to November 2010

Additional Information

- Human resources expertise
- Recruitment
- Benefits administration
- Interviewing skills
- Supply management
- Business operations knowledge
- Organization and planning
- Team working skills
- Effective communication
- Computer competences