



Usama Shahzad

 0302-7245409

 usamashahzadofficial@gmail.com

 Madina Colony, Walton road,
Lahore

EDUCATION

**Bachelors of Business Administration
in Human Resource Management
(BBA HR)**
(Islamia University Bahawalpur)

FSc Pre-Engineering

Matriculation

SKILLS

HR Operations
360 Recruitment
Conducting Interviews
Administration
Employee Database
Communication Skills
Microsoft Office
Multi-tasking
Time Management

LANGUAGES

English
Urdu
Punjabi
Sindhi
Saraiki

Reference

Mr Sohail Ahmed
(Accounts Manager Propertica Pvt Ltd)

CAREER OBJECTIVE

To secure a reasonable career opportunity to fully utilize my skills, while making a significant contribution to the success of the company.

PROFESSIONAL EXPERIENCE

August 2022–October 2022

HR Intern

Propertica Pvt Ltd

- Recruitment of the candidates by sourcing from different platforms.
- Assisting in Interview
- Posting open position on different platforms like Indeed, Rozee and LinkedIn
- Monitor internal HR Systems and database
- Assist in tracking progress of employees
- Payroll Management
- Assist HR Manager to update HR Policies

September 2021–January 2022

HR Intern

WAPDA CPGCL

- Managing employee applications regarding leave, medical bills or any other queries
- Managing and updating employee files in both soft and hard
- Assist in preparing regular reports
- Providing general support to employees and visitors
- Bill verifications of employee
- Managing noting and billing
- Checking balance verification sheets

November 2021–February 2022

Administrative Assistant

Al-Hyan Grammar School

- Assist school administration in running the school in better and effective way
- Monitor students fee dues and attendance
- Maintain database related to students and their academic records
- Updating manual and computerized records
- Counselling students when needed
- Providing information to parents and other visitors
- Greeting visitors