



Omer Niaz

Nationality: Pakistani 📞 (+92) 03325400908 **Date of birth:** 03/03/1993

Gender: Male ✉ **Email address:** umerniaz32@gmail.com

📍 **Address:** Higher Education Commission, Islamabad.

ABOUT ME

HR Manager

I have two and half year of work experience in Pakistan. I have worked as HR Manager In Educational Institute, also worked as office assistant in Higher Education Commission, Islamabad, and also worked in Green Youth Movement (GYM) project.

I have also worked in Public Sector Development Program (PSDP).

WORK EXPERIENCE

HR MANAGER

Al Saqib Middle Public School [22/02/2020 to 07/10/2021]

City: Miran Shah

Country: Pakistan

- ❖ Daily reporting to head of the institution.
- ❖ Performance appraisal.
- ❖ Recruitment and selection.
- ❖ Training and development.
- ❖ Hiring and firing.
- ❖ Creating and managing a team work.
- ❖ Skills development.
- ❖ Monitoring a team work.
- ❖ Managing co-curricular activities.
- ❖ Oversees the daily workflow of the institution.
- ❖ Provides constructive and timely performance evaluations.
- ❖ Handles discipline and institution's policies.

Office Assistant

Higher Education Commission. [10/10/2021 to 10/10/2022]

City: Islamabad

Country: Pakistan

1: Prime Minister's Electric Wheelchair Scheme:

- ❖ Assistance in arrangement of technical and steering committee meetings.
- ❖ Drafting of initial Minutes of the meeting.
- ❖ Assistance in arrangement of awareness programs through Edu Tv, HEC.
- ❖ Coordination with the universities focal persons and disabled students.
- ❖ Coordination with the vender's stuff regarding procurement matters.
- ❖ Compilation of students database.

2: USAID-MNBSP Program:

- ❖ Assistance in Online Career and Physical training for students.
- ❖ Upgradation of alumni database.

3: Daily Operational Tasks:

- ❖ Assistance in designing of brochure, shields, certificate and posters.
- ❖ Coordination with IT department for the activation of portal and follow ups.

EDUCATION AND TRAINING

Master Of Business Administration (HRM):

Kohat University Of Science and Technology, Kohat. [12/09/2016 - 17/02/2020]

Address: Kohat (Pakistan)

<https://kust.edu.pk/>

Bachelor Of Science (BSc):

Bannu University Of Science and Technology, Bannu. [14/07/2010 - 22/03/2012]

Address: Bannu (Pakistan)

<https://ustb.edu.pk/>

Faculty Of Science (FSc):

Board of intermediate and secondary education , Bannu. [12/06/2008 - 18/02/2010]

Address: Bannu (Pakistan)

<https://biseb.edu.pk/>

Matric In Science

Board of intermediate and secondary education, Bannu., Bannu. [12/06/2007 - 18/02/2008]

Address: Bannu (Pakistan)

<https://biseb.edu.pk/>

LANGUAGE SKILLS

- ❖ Urdu
- ❖ Pashto

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

DIGITAL SKILLS

My Digital Skills

Microsoft PowerPoint /Word PowerPoint Excel, Microsoft Office (Excel PowerPoint Word) - advanced level

HOBBIES AND INTERESTS

Football

Cricket

Hockey