

Muhammad Azim Shah

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Personal Statement

Results-driven administrative and HR professional, dedicated to optimizing organizational performance. With a strong foundation of 12 Years in HR management and administrative roles, I possess a demonstrated aptitude for fostering seamless operations and nurturing a collaborative workplace ethos. Proficient in end-to-end HR functions including recruitment, training, and employee relations. A proactive problem solver who leverages data insights to refine processes, ensuring heightened efficiency. Committed to championing workforce diversity and cultivating a positive corporate culture. Eager to bring my strategic administrative and HR proficiencies to an esteemed administrative or HR officer role in the UAE.

Education

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| Preston University Masters of Business Administration Specialty: Human Resource Management (HRM) | Kohat, Pakistan 2010-2012 |
| Kohat University of Science and Technology Bachelors of Arts (B.A). Major: English and Islamic Studies | Kohat, Pakistan 2008-2009 |
| Comp Tech Degree College Intermediate (FSc. Pre Engineering) | Kohat, Pakistan 2006 |
| International Public High School Science | Kohat, Pakistan 2004 |

Experience

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| Kiosk IT System Trading L.L.C Trainer & Technical Support | Abu Dhabi, UAE Dec 1, 2022 - Present |
| <ul style="list-style-type: none">Conduct comprehensive technical training sessions, ensuring team members are proficient in procedures and troubleshooting techniques.Develop and deliver engaging presentations and training materials to facilitate learning and skill development.Spearhead the assessment and interview process for technical department candidates, evaluating their qualifications and cultural fit.Collaborate with management to establish effective training plans for new hires, ensuring alignment with company policies and industry best practices.Foster a supportive learning environment by providing ongoing mentorship and guidance to new staff members. | |
| Kiosk IT System Trading L.L.C Assistant Trainer & Technical Support | Sharjah, UAE Sept, 2021-Nov, 2022 |
| <ul style="list-style-type: none">Assisted in the facilitation of technical training sessions, playing a key role in skill enhancement and procedure understanding.Supported the creation and refinement of training plans, ensuring new staff members receive thorough and consistent training.Collaborated with the management team to set clear deadlines for training-related tasks, contributing to streamlined processes.Provided constructive feedback to new staff, helping them integrate smoothly into the organization's technical operations. | |

Kids Paradise Amusement Toys Club
Office Manager

Al-Ain, UAE
May, 2015 - June, 2019

- Supervised administrative staff, fostering a positive and efficient work environment.
- Developed and implemented administrative systems that enhanced overall operations and employee satisfaction.
- Successfully recruited, onboarded, and trained new staff members, ensuring they were well-equipped to contribute effectively.
- Communicated job expectations clearly, monitored performance, and provided coaching for continuous improvement.
- Prioritized workplace safety by maintaining a secure environment and promoting compliance with relevant regulations.

CERD, Pakistan
Community Mobilizer

KPK, Pakistan
Sept, 2014 - Mar, 2015

- Leveraged strong communication skills to establish rapport and build relationships within the target community.
- Collaborated with community leaders to advocate for project participation, fostering a sense of ownership and engagement.
- Maintained meticulous documentation of project activities and outcomes, contributing to accurate reporting and analysis.
- Acted as a frontline liaison with community members, providing support for training, placement, and administrative efforts.
- Identified community needs and helped generate solutions, effectively mobilizing resources to address priority issues.

Additional Experience

Kiosk It System Trading L.L.C
Senior Electronics Technician

Fujairah, UAE
Nov, 2019 - Aug, 2021

- Installed, assembled, repaired, and maintained Self Service Terminals.
- Conducted regular inspections and managed electronic component inventory.
- Documented installation and maintenance procedures.

Behzadi Public High School
Controller of Examinations

Kohat, Pakistan
April, 2013 - April, 2014

- Orchestrated admission and term end examinations.
- Managed date sheet issuance, result declaration, and paper coordination.

Babri Cotton Mills
Assistant Labor Officer

Kohat, Pakistan
Jan, 2012 - July, 2012

- Supported human resources processes including tests, appointments, and records.
- Compiled and analyzed employee data reports.
- Managed time and attendance records for payroll processing.

Skills & Interests

- **Technical:** Proficient in HRIS management, I leverage technology to streamline employee data, performance tracking, and administrative workflows. Adept in Microsoft Office Suite, I use Excel for data analysis, Word for documentation, and PowerPoint for impactful presentations. Skilled in ATS and recruitment software, I expedite candidate sourcing and hiring processes. With familiarity in LMS platforms, I design and manage training programs, while ensuring compliance with HR policies and labor regulations. Additionally, I possess experience in payroll software, time and attendance systems, and various digital communication tools for effective collaboration.
- **Language:** English Advanced, Urdu Native, Pashto Native, Arabic Intermediate
- **Driving License:** Valid in UAE (issued from Abu Dhabi)