



MUZZAFAR SALEEM

Job Hunting

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PROFILE INFO

Diversified and Challenging 08+ Years of experience in Handling and Managing HR-related activities (Worked with Damen Support Programme – a Microfinance Institute (NGO), MZ Apparel, Executive Office Finance and Planning & College of Youth Activism and Development (NGO) to work with utmost sincerity and integrity. Enabling effective collaboration and communication within cross-functional teams. Seeking to leverage my expertise to to achieve in the new role.

EXPERIENCE

- **March 2019 - April 2024**
Damen Support Programme Lahore, Pakistan
Deputy Manager Human Resource
 - Responsible Recruitment and Selection process against vacant positions in Central Region
 - Record Keeping (Personal file, Recruitment documents, leave record, Contract & Offer Letter)
 - Conducting all employees' orientation sessions in the respective region
 - Field visits of one entry of respective regions to maintain employee relations
- **January 2017 - March 2019**
MZ Apparel Lahore, Pakistan
Assistant Manager Human Resources
 - HR operations, including recruitment, onboarding, employee relations, performance management, and compliance.
 - Developing and implementing HR policies and procedures.
 - Adept at fostering a positive organizational culture and promoting teamwork across departments.
- **January 2016 - October 2016**
Executive Office Finance and Planning Rajanpur, Pakistan
Human Resource Assistant
 - Identification and monitoring of HR needs of the organization.
 - Provide job candidates by screening interviewing, and testing applicants; notifying existing staff of internal opportunities.
 - Clerical and administrative support to the HR Trainer.
 - Compile and update employee records (Hard and soft copies).
 - Assisting with employee relations, and company employee communication.
- **July 2015 - December 2015**
College of Youth Activism and Development, Pakistan
Internee
 - Maintaining administrative and project-related paper-based and electronic records, files, folders and documents in an accurate and orderly manner
 - Supervising the work of the Admin/HR Officer to ensure their good performance
 - To manage office decorum, database management, and event management and assist in report writing

EDUCATION

- ▲ 2017 - 2019 | NCBA&E Lahore, Pakistan
Master of Business Administration (HRM)
- ▲ 2011 - 2015 | Islamia University Of Bahawalpur, Pakistan
Bachelor of Business Administration (HRM)
- ▲ 2009 - 2011 |BISE DG Khan, Pakistan
Intermediate
- ▲ 2006 - 2008 |BISE DG Khan, Pakistan
Matriculation

SKILLS

- Recruitment & Selection
- Payroll & Benefits
- Teamwork
- Performance Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Urdu (Fluent)
- Punjabi (Fluent)

CERTIFICATES/AWARDS/RESEARCH WORK

- ◆ Impact of Job Satisfaction on Employee Turnover

GOOGLE DRIVE LINK (Cetifications)

https://drive.google.com/drive/folders/1gxqhckkMd3vSJv7Zrgkj3-IALsmmVUZY?usp=drive_link