

**Contact**

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**Education**

2021

**MBA in HR**

**ILMA University**

**Expertise**

Time management

Typing Content Information sorting Collection of Data Skills

Communication Skills Research

Strong leadership

**Language**

**English Urdu**

SAJID HAMEED

Assistant Manager-HR

A highly motivated and confident individual crucial for HR professionals to have a diverse range of skills, including communication, decision-making, training, empathy, financial management, organization, leadership, strategic thinking, multi-tasking, relationship building, teamwork, onboarding.

# Experience

**Jun 2023 -to 2025**

**VIS Credit Rating Company Pvt Ltd| Karachi**

**Assistant Manager-HR**

* supported the development and implementation of HR initiatives and systems.
* assisting in training and development programs, maintenance of employee records in accord with the policy and legal requirements.
* Prepares, compiles, and sorts documents for data entry.
* Assist in new hire on-boarding include orientation feedback session employee separation paperwork exit interview.
* Verifies and logs receipt of data with spreadsheets (MS Office Word, Excel
* Coordinate Training session and seminar.
* Assisted in the Emailing and making report for client by software having.
* An individual who enters data does so by directly inputting data into a company database
* Support Internal External HR Portal Leave balance and mark attendance.
* Looking Management Meeting Minutes on Microsoft Team
* Recruiting and CV Selection relevant position Advertising on LinkedIn.
* Compliance check processing Report.

# Achievements

* Proved proficiency by introducing new data input
* Boosted data entry accuracy by 10%.
* Gaining strong grades
* Checking procedure and by using artificial intelligence
* Participating in speed typing competitions.

Marketing