



# SHOAIB AZIZ

## PROFILE

To work in a competitive environment that effectively utilizes my analytical, interpersonal, leadership and organizational skills to conceive and achieve solutions.

## CONTACT

**PHONE:**

0304-3870908

**Home Address:**

Korangi # 05 Karachi

**Father Name:**

Abdul Aziz

**EMAIL:**

[Shoaib.aziz077@gmail.com](mailto:Shoaib.aziz077@gmail.com)

**Date of Birth:**

07-March-1992

## SKILLS

Time Management  
MS Office  
TIS & MIS

## WORK EXPERIENCE

**[Casual Sportswear Smc Pvt. Ltd]**

[17-May-2022 [To] 31-Aug-2023]

[Working as a Senior H.R (Officer)]

**Job Responsibilities:**

- ❖ Develop and implement procedures that align with the company's goals and objectives.
- ❖ Conduct recruitment activities, including job posting, resume screening, interviewing, and reference checking.
- ❖ Manage employee relations, including conflict resolution, disciplinary actions, and performance management.
- ❖ Facilitate training and development program for employees to enhance their skill and knowledge.
- ❖ Administer employee benefits, including medical insurance card verify.
- ❖ Maintain accurate and up-to-date employee records, including personnel files and HR databases.
- ❖ Daily Basis Leave's update by Software
- ❖ Time Management Working Daily Basis
- ❖ Data Polling and Posting by Software
- ❖ Payroll Software Working
- ❖ Payroll Process Working
- ❖ Payroll Proper Checking after Export the Excel File

**[Salalah Animal Feeds (Salalah Mills) [H.S.E & HR Officer]**

[01-Jan-2021 [To] 30-April-2022]

[Working as a H.S.E & HR Officer in Salalah Animal Feeds Mills (OMAN)]

**Job Responsibilities:**

- ❖ Data Entry
- ❖ Daily Employee Attendance Maintain
- ❖ Daily Visit Fire Equipment
- ❖ Daily Floor Visit

**[Casual Sportswear Smc Pvt. Ltd) [Compliance Officer]**

[01-Nov-2016 [To] 31-Dec-2020]

[Working as a Compliance Officer in Casual Sportswear Smc Pvt. Ltd]

**Job Responsibilities:**

- ❖ Audits Requirement Preparation
- ❖ Daily Floor Visit
- ❖ Fire Evacuation Drill & Records Maintain
- ❖ Committee Meeting Records Maintain
- ❖ All Department's Documents Controlling Number & List Maintain.
- ❖ Calibration
- ❖ Floor Marking
- ❖ Daily Visit Pathway Blockage Clear
- ❖ Update mass balance sheet as per organic/ Recycle fabric.
- ❖ To drafts transaction certificate for the organic/recycle Fabric with the coordination of marketing and the production department.
- ❖ Review and finalize drafts TC's raw material and inform if there any changes need to perform will be made by the certification body.
- ❖ Collect the pre requisites document from the concern stakeholder in liaison with marketing.
- ❖ Contact USB certification body for the approval of transaction certificate
- ❖ Collect the traceability documents

## CERTIFICATIONS

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- ❖ IOSH Training Certificate (Phoenix Safety Consultants Pvt Ltd.
- ❖ MANAGEMENT Training Certificate
- ❖ Performance Appraisals and Balancing the Scorecard (PIQC).
- ❖ Amendments in Labour Laws & its Impact on Social Compliance Requirements (SGS Pakistan Pvt).
- ❖ Fire Fighting & First Aider One Day Training Certificate
- ❖ Fire Drill Evacuation Drill Experience Factory Purpose

## EDUCATION

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### **[Matric]**

[2008]

[Matric Science from Karachi Board]

### **[Inter]**

[2011]

[Intermediate Commerce from Karachi Board]

### **[B. Com]**

[In Process]

## COMPUTER SKILLS

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- Windows /98/XP/07/08/09/10 Desktop/Workstation operating System
- Symantec Antivirus Corporate Edition
- Adobe Acrobat, Scanning software
- Expert in Desktop operation and Computer component Assembling
- MS Word 2013MS Office 2013

- Expert in Graphics Software Adobe Photoshop 8.0, Adobe Flash 7.0, and Urdu in page 2000
- Installation and Trouble Shooting of operating system and other software
- Knowledge about desktop operation, Installation & Troubleshooting O/S
- Windows /98/XP/07/08/09/10 NT/ME/2000) and other software's