

# Usama Nazir

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Al zahiya, Abu Dhabi, UAE



## Summary

I graduated from the International Islamic University Islamabad with a Business Administration degree, gaining skills to thrive under pressure and a strong sense of responsibility. With my Nebosh certification, I ensure workplace safety by understanding regulations and risk to protect people and assets.

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## Personal details

Nationality : Pakistani

License : LTV Driving license (UAE)

Passport No : MH9828871

Visa Expiry Date : 08/09/2026

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## Experience

### Admin/ HSE

Netcam-Pakistan • Punjab, Pakistan

10/2023 - 08/2024

- Manage attendance and timesheet records, facilitate organized data management
- Managed and updated databases, records, and documentation related to OHS & E management systems .
- Prepared regular reports on OHS & E performance, compliance metrics, and leading and lagging indicators
- Assisted in the development and maintenance of OHS & E manuals, procedures, and forms/checklists .
- Ensured all documents were updated in OHS and HSE shared drive.
- Supported internal and external OHS & E audits by providing necessary documentation and information.
- Prepared HSE Reports and presentations as required

### HR Internship

Murree Brewery Private Limited • Rawalpindi, Pakistan

01/2023 - 10/2023

- Managed employee records, attendance, payroll, and generated reports using HRIS
- Ensured accurate and confidential employee data input and updates in HRIS
- Assisted in recruitment by posting job openings, screening candidates, and scheduling interviews through HRIS
- Streamlined new hire onboarding by preparing documents, setting up profiles in HRIS, and conducting orientations
- Organized and maintained HR documents in physical and digital formats
- Collaborated with banks, insurance companies, and government organizations on employee benefits and retirement plans
- Provided administrative support for HR initiatives and company-wide projects

### Admin Intern

Exytex Technologies • Punjab, Pakistan

06/2022 - 08/2022

- Managed office supplies inventory and placed orders as needed
  - Scheduled and coordinated team meetings, including reserving conference rooms and preparing meeting materials
  - Attended training sessions and workshops to enhance administrative skills
  - Communicated with vendors to ensure timely delivery of office supplies and equipment maintenance
  - Implemented efficient filing systems to organize documents effectively
  - Maintained accurate records to support office operations
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## Education

### Business Administration

International Islamic University Islamabad • Islamabad, Pakistan  
08/2023

Top 10 students to get 100% scholarship award. CGPA: 3.40 out of 4.0

### Pre- Eng

Sir Syed College Campus 2 Wah Cantt  
12/2024

### Matric Science

Punjab Group College Wah Cantt • Wah Cantt, Pakistan  
12/2017

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## Certificates

Nebosh IGC, H2S Field Level Training (Rutledge Omni Services), Permit to Work (Qanmos College), H2S Safety (Qanmos College), Confined Space (Qanmos College), Human Resource Management: HR for People Managers, National Financial Literacy Program for Youth Pakistan, Digital Skills: Embracing Digital Technology, Digital Skills: Digital Skills for Work and Life, Accenture, Digital Skills: Digital Marketing Accenture

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## Skills

Microsoft Office, Microsoft Outlook, Canva, HRIS, MIS, SAP Materials Management, Procurement, Time Management, Customer Service

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## Languages

English, Hindi, Urdu, Punjabi, Pushto