

# Usman Shahid

HR | Administrator

## Contact Information

Phone: +971569498996

Email: usmanshahidhr@gmail.com

Location: Villa 56B, Abuhail, Dubai

Nationality: Pakistani

Visa Status: Active

## Professional Summary

Results-driven professional with an MBA in Human Resources and over 5 years of experience in talent acquisition, employee relations,

and performance management. Expertise in developing and implementing HR strategies that enhance employee engagement and organizational effectiveness.

Proficient in HR policies, compliance, training and development, compensation and benefits, and HRIS. Committed to fostering positive workplace cultures

and driving data-informed decision-making to support business goals.

## Key Competencies

- Talent Acquisition and Recruitment
- Employee Relations
- Performance Management
- Training and Development
- HR Policies and Compliance

- Compensation and Benefits Management
- Organizational Development
- Process Improvement
- Data-Driven Strategic Planning
- Cost-Benefit Analysis
- Report Writing and Presenting
- Critical Thinking Skills
- Excellent Communication Skills
- Strong Interpersonal Skills
- Proactive and Self-Motivated
- Exceptional Organizational Skills

## **Professional Experience**

### Manager

Awami Pharmaceutical | 2024 - Present

- Managed schedules and payroll for the entire staff.
- Coordinated and scheduled meetings and conferences with internal and external stakeholders.
- Prepared and maintained overall stock and overhead budgets.
- Handled confidential information and documents with discretion.
- Spearheaded employee engagement initiatives, organizing events that boosted morale and collaboration.

### Business Development Executive

ISMART Group of Industries | 2022 - 2024

- Managed calendars, scheduled appointments, and arranged meetings and conferences.

- Prepared and distributed reports, presentations, and other materials.
- Handled confidential documents and maintained their organization.
- Coordinated travel arrangements for executives and guests.
- Implemented a new performance management system, enhancing performance reviews and feedback mechanisms.
- Played a key role in organizational development projects, including restructuring and change management.
- Developed and delivered comprehensive training programs, reducing onboarding time by 25%.

## Project Manager

Punjab Information Technology Board | 2021 - 2022

- Engaged with key stakeholders to ensure alignment on project goals and deliverables.
- Optimized resource allocation, ensuring project efficiency and cost-effectiveness.
- Maintained clear communication with project teams through regular updates and reports.
- Documented all project phases, facilitating knowledge transfer and transparency.
- Identified potential project risks and implemented mitigation strategies, reducing risks by 40%.
- Implemented rigorous quality control processes, leading to a 30% reduction in project defects.

## Warehouse Manager

Shahid & Sons (P.V.T Limited) | 2016 - 2022

- Optimized inventory control systems, reducing inventory discrepancies by 30%.
- Managed and trained a team of 50+ warehouse staff, fostering a high-performance culture.
- Integrated advanced warehouse management systems to streamline operations.

## Education

MBA in Human Resources

Ghazi University, Pakistan | Jan 2018 - Aug 2023

ADP (Account & Finance)

University of Central Punjab, Pakistan | Jan 2016 - Aug 2018

Intermediate in Commerce

Punjab Group of Colleges, Pakistan | Mar 2014 - Jan 2016

Matriculation

P.I.S.R., Saudi Arabia | Mar 2012 - Jan 2014

## **Certifications**

- English Proficiency Certificate | Aug 2020

- MS Office Certification | Jan 2018

- CCA | Sep 2018

- PITB 6 Month Certificate | Jun 2022

## **Personal Information**

Date of Birth: 23/08/1998

Marital Status: Married

Languages: English, Arabic, Urdu, Saraiki, Punjabi

CNIC: 3210277385551

Passport No: F0833657