

MUHAMMAD SHAHBAZ

ASSISTANT HR MANAGER

✉ shahbaztariq@gmail.com

☎ +971562467797

📍 Almanali Building , Near Safeer Mall
Ajman, United Arab Emirates

📅 21st January 1995

🇵🇰 Pakistani

👤 Married

♂ Male

🆔 SQ5159271

Professional Experience

Assistant Human Resource Manager,

August 2020 – July 2021

Sadiq Exchange Company

Gujrat, Pakistan

Descriptions:

- Facilitated employee lifecycle process through efficient on-boarding of new starters and off-boarding of leavers.
- Maintained employee confidentiality, reviewing and updating HR systems in conformance with GDPR.
- Addressed employee conflicts, following corporate procedures for timely resolution.
- Ensured team alignment by assisting with HR policy and procedure development.

Education

Master Of Commerce, University Of Gujrat

November 2017 – October 2019

Gujrat, Pakistan

○ **Major Courses:**

- Advance Accounting
- Organizational Behavior & HRM
- Financial Statement Analyses

Bachelor Of Commerce, University Of Gujrat

November 2014 – September 2016

Gujrat, Pakistan

○ **Major Courses:**

- Financial Accounting
- Computer Application in Business
- Financial Accounting

Languages

• English

• Urdu

• Punjabi

Skills

MS-Office Advance (Word, Excel (Internet (Email Sending , Browsing & Downloading. Printing, Scanning & installing Windows. Operating System Windows XP, Windows 7,Windows Vista.)

Interests

- Internet
- Reading Books
- Traveling

References

GHULAM MURTAZA, *Managing Director*, HABSHAN GROUP OF COMPANIES
Info@habshangroup.com, 050 1240542

MUNEEB INAYAT, *Dirham Cashier*, Al Ansari Exchange LLC
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