



M. AHMED RAZA FAZAL HUSSAIN

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RELEVANT SKILLS

- MS-Office Suite
- Good in English
- Quality Customer Service
- ATS
- HRIS
- Typing speed 30 wpm

WORK EXPERIENCE

Assistant HR Officer

New CITIZEN GRAMMAR HIGH SCHOOL

March 2021 to December 2023 (2 years,9 months)

- Managed end-to-end recruitment processes for both teaching and non-teaching staff positions, ensuring a smooth and efficient hiring process.
- Maintained 100% positive feedback rating from staff by providing them exceptional client-centered service and ensuring their comfort and safety.

Warehouse Supervisor PAK Denim Ltd

1. Managed daily warehouse operations, overseeing inventory control, receiving, and distribution processes.
2. Supervised a team of X warehouse staff, providing guidance and training to ensure adherence to safety protocols and efficient operations.
3. Implemented SOPs and conducted regular audits to maintain compliance with company policies, procedures, and health and safety regulations.

EDUCATION HISTORY



Intermediate

Institution: Aisha Bawany
govt.college karachi,Pakistan

Matriculation:

Institution:New Citizen Grammar
High School karachi,Pakistan

