



+971561305673

Usama.nazir168@gmail.com

Abu Dhabi, UAE

Personal Particular

Father Name : Nazir Hussain
Date of Birth : 25 Jul,2000
Nationality : Pakistani
Passport No : MH9828871
Date of Expiry : 09 Jul 2028
Marriage status : Single
Driving license : Bike, Car/jeep (ISB, PAK)

Computer Skills

- Project Presentation
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Canva
- HRIS
- PMS
- ERP
- Filmora
- Adobe AfterEffects
- SAP MM

Personal Skills

- Time Management
- Adaptability
- Problem-Solving
- Leadership
- Teamwork
- Emotional Intelligence
- Creativity
- Decision Making
- Resilience
- Hard working

Usama Nazir

- BUSSINESS ADMINISTRATION GRADUATE
- Level 3 (NEBOSH IGC CERTIFIED)

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 management to protect people and assets.

EXPERIENCE

Material Management Officer

CCDC (Pakistan Branch)

Rig no CCDC-32

(13 Oct,2023 – 12 Mar,2024)

- Monitor stock levels and reorder supplies as needed through PMS
- Inspect and verify incoming materials.
- Coordinate shipping of materials off rig as required.
- Organize and store materials in designated areas.
- Handle, label, and store hazardous materials properly.
- Keep detailed records of material transactions and inventory.
- Generate reports on inventory status and upcoming material needs.
- Adhere of safety protocols for a secure work environment.
- Participate in safety meetings and drills to promote a culture of safety on the rig.

HR Intern

Murree Brewery Limited

(Jan 2023 - Oct 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.
- Supported HR initiatives, company-wide projects, and promoted a positive work environment through collaboration with departments.
- Collaborated with banks, insurance companies, and government organizations on employee benefits and retirement plans.

Trainee (Admin)

Exytex technologies

(02 Jun,2022 – 29 August 2022)

- Assisted with office duties such as filing, organizing documents, managing supplies, and maintaining records.
- Coordinated meetings, reserved conference rooms, and prepared materials.
- Participated in training and workshops to learn about administration in a software company.
- Collaborated with vendors for office supplies, equipment maintenance, and other administrative needs.

PROFESSIONALSKILLS

- Proficient in Utilizing tools like HRIS and PMS
- Data Base Management
- Health and Safety Regulations and Legislation
- Risk Assessment and Management
- Hazard Identification and Control Measures
- Incident Investigation and Reporting
- Emergency Response Planning
- Workplace Inspections and Audits
- Safety Training and Education
- Safety Culture Promotion
- Health and Safety Documentation (Policies, Procedures, Manuals)
- Recruitment and selection
- Training and Development

COURSES

- **Learning and Development**
HRCI Jan 2024
- **Talent Acquisition**
HRCI Jan 2024
- **Preparing to manage Human Resource**
University of Minnesota Jul 2023
- **Recruiting, Hiring, and on boarding Employees.**
University of Minnesota Jul 2023
- **Managing Employee Performance**
University of Minnesota Jul 2023
- **Managing Employee Compensation**
University of Minnesota Jul 2023
- **Human Resources Management Capstone**
University of Minnesota Jul 2023
- **Unleash Your Potential: Innovation and Enterprise**
University of Bristol
(Futurelearn.com) Dec 2021
- **Digital Skills: Embracing Digital Technology**
King' s College London
(Futurelearn.com) Dec 2021
- **National Financial literacy program for Youth Pakistan**
National institute of banking and finance Pakistan Jul 2021
- **Digital Skills for Work and Life**
Accenture Jun 2020
- **Digital Skills: Digital Marketing**
Accenture May 2020

EDUCATION

BACHLOR OF BUSSINESS ADMINISTRATION (16 years Education)
INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD (Sep 2019 – JUN 2023)

FSC (PRE-ENG)
SIR SYED COLLEGE CAMPUS 2, WAH CANTT (2018 - 2019)

MATRIC
PUNJAB GROUP OF COLLEGES WAH CAMPUS (2016-2017)

PROFESSIONAL CERTIFICATIONS

- **NEBOSH International General Certificate in Occupational Health and Safety**
NEBOSH (16-Feb-2024)
- **Confined Space**
QANMOS COLLEGE (11 DEC,2023)
- **H2S Safety**
QANMOS COLLEGE (10 Nov,2023)
- **Permit-to-Work System**
QANMOS COLLEGE (10 Nov,2023)
- **Human Resource Management: HR for People Managers Specialization**
UNIVERSITY OF MINNESOTA (24 JUL,2023)

Projects

- **The performance appraisal and Performance management system in 'Otsuka Pakistan Limited' a pharmaceutical company**
Final Year Project
- **"Integrated marketing campaign" Changan Oshan X7" SUV car**
Developing Marketing ads and report
- **Leadership and Team Management Project**
Business plan (coffee shop)

Languages

- English
- Urdu & Hindi
- Punjabi

