# NAYYAR ZAMAN ORAKZAI

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| Nationality:  | Pakistani. |
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**Profile:**

An HR specialized professional with enriched work experience of over 8 years in the field of modern and Strategic Human Resource Management with demonstrated success in terms of aligning it with business goals. Brings in a vast knowledge of international & private sector’s practices and exposure.

**Experience:**

**PIMS Hospital Peshawar**

**Assistant Manager HR**

**1st Nov 2022 till Date.**

**Job Description**

* Assisting the Director with ongoing Training Programs within the Hospital.
* Reviewing and developing relevant Policies and Procedures.
* Providing advice in relation to employee Training/performance, conduct and absence.
* Providing confidential ad hoc advice and assistance to employees.
* Assisting with preparations for disciplinary and grievance hearings as necessary.
* Administration, co-ordination and support of Group recruitment.
* Managing and maintaining contracts, personnel files and another employee information.
* Developing an induction program for new employees.
* Coordinating and administering training and development programs.
* Liaising with external training bodies as required. This includes providing support.

In relation to Health and Safety training records for employees.

* Administration and co-ordination of internal training programs.
* Developing and managing employee-related programs, such as work experience and internships.
* Providing support in relation to the administration and processing of daily job application from applicants.
* Providing administrative support as required, including in respect of the employees.
* Supervising overall HR Policies in order to implement it smoothly.

**City School Group Peshawar**

**HR Coordinator.**

**16th Nov 2020 till 25th Oct 2022.**

**Job Description**

* Facilitating human resources processes.
* Administering employee health and welfare plans.
* Acting as a liaison between employees and employer.
* Resolving benefits-related problems.
* Ensuring the effective utilization of plans related to HR programs and services.
* Administering health and welfare plans, including enrollments, changes, and terminations.
* Answering employee requests and questions.
* Assisting with new employee hiring processes.
* Reconciling benefits statements.
* Conducting audits of payroll, benefits, and other HR programs, and recommending corrective actions.
* Assisting with the performance review and termination processes.
* Assisting with the recruitment and interview processes.
* Visiting Different City school campuses for HR related matters.
* Managing Attendance Management System.
* Hunting for New professional Employees using social media platforms.

**Lady Reading Hospital (MTI)**

**Peshawar**

**HR Assistant**

**April 24th 2020 till 26th Oct 2020**

**Job Description:**

* Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information.
* Substantiates applicants’ skills by administering and scoring tests.
* Schedules examinations by coordinating appointments.
* Welcomes new employees to the organization by conducting orientation.
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status-change data.
* Provides secretarial support by entering, formatting, and printing information.
* Issuing of Office orders for employee leaves, arrivals.
* Maintains employee confidence and protects operations by keeping human resource information confidential.
* Maintains quality service by following organization standards.

**North West General Hospital Peshawar**

**Admin Officer**

**14th Nov 2018 till 30th March 2020**

**Job Description:**

* Direct, supervise, and evaluate the work activities of personnel, including medical and nursing staff, technical and clerical staff, and service and maintenance staff.
* Organize the recruitment, hiring, and training of new personnel.
* Develop and maintain a database of staff activities and information using computerized record management systems.
* Coordinate and organize work schedules and staff assignments, taking into account workload and equipment and space availability.
* Create and implement policies and procedures for the facility.
* Collaborate with the accounting and bookkeeping teams to manage fiscal operations such as budget planning, expenditure authorization, and determining rates for services.
* Liaise between department heads, medical staff, and governing boards; attend board meetings and coordinate interdepartmental meetings.
* Develop objectives; evaluate progress toward those goals on a department or facility-wide basis.
* Monitor the use of facility resources for effectiveness; assess the need for additional staff and resources to ensure efficacy.

**Salma Kafeel Medical, Center Islamabad Pakistan**

**HR Manager**

**Dec 2015 till Dec 2016**

**Job Description:**

* Assisting the HR manager with ongoing Training Programs within the university.
* Reviewing and developing relevant Policies and Procedures.
* Providing advice in relation to employee Training/performance, conduct and absence.
* Providing confidential ad hoc advice and assistance to employees.
* Assisting with preparations for disciplinary and grievance hearings as necessary.
* Administration, co-ordination and support of Group recruitment.
* Managing and maintaining contracts, personnel files and another employee information.
* Developing an induction program for new employees.
* Coordinating and administering training and development programs.
* Liaising with external training bodies as required. This includes providing support.
* in relation to Health and Safety training records for employees.
* Administration and co-ordination of internal training programs.
* Developing and managing employee-related programs, such as work experience and internships.
* Providing support in relation to the administration and processing of daily job application from applicants.
* Providing administrative support as required, including in respect of the employees.

**KASB Bank Ltd Peshawar**

**Branch Sales and Service Officer**

**Aug 2007 till July 2008**

**Job Description:**

* To maintain existing relationships and develop new customer relationships.
* To provide one window services to clients.
* Customer Service.
* Monitor and report market activities and industry trends.
* Negotiate variations in price, delivery and specifications with senior sales office, sales manager; provide inputs on forthcoming product developments and promotions.

**Union Bank Limited Peshawar Pakistan**

**Customer Relationship Officer**

**Jan 2005 till July 2007**

**Job Description:**

* Customer services.
* Front office management and handling customer complaints.
* Floor management in terms of customer services and meeting SLAs.
* Issuance of Cheque books, ATM cards.

##### Education: -

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| Masters in Human Resource Management, Murdoch University Perth Australia, Passing year: 2014.Masters of Business Administration (Major in Marketing), PIMSAT UniversityKarachi Pakistan, Passing year: 2003.Bachelor of Business Administration (Major in Finance and Marketing), PRESTON UniversityPeshawar Pakistan, Passing year: 2002.HSSC (Humanities), Army Public College Peshawar Pakistan Passing year: 1999.SSC (Arts) Peshawar Model School Passing Year:1996.Key skills: Ms Office Expert. |