

Uroosa Shamim

Uroosha.98@gmail.com | 0311-2543006 | 11 January 1999 | Karachi, Pakistan.

Profile

Dedicated HR Professional with hands-on experience in various aspects of human resources management, office administration, and customer service. Proven ability to support recruitment processes, manage personnel files, and ensure compliance with HR policies and regulations. Skilled in coordinating training sessions, addressing employee inquiries, and contributing to the smooth operation of HR functions. Adept at multitasking, with a demonstrated ability to handle general office tasks efficiently. Strong communication and interpersonal skills combined with a commitment to promoting employee branding and fostering a positive work culture. Experienced fitness trainer with a passion for promoting wellness and conducting personalized fitness programs. Known for organizing successful events and effectively managing large gatherings.

Experience

HUMAN RESOURCES ASSISTANT

| **Royal Printing & Packages** | January 2023 – December 2023

- Assisting with job postings, reviewing resumes, scheduling interviews, and coordinating communication between candidates and hiring managers.
- Managing personnel files, updating databases, and ensuring accuracy and regulation compliance.
- Supporting payroll processes by verifying timesheets, tracking leave requests, and addressing payroll-related inquiries.
- Coordinating training sessions, tracking employee training progress, and providing logistical support for development initiatives.
- Addressing employee inquiries and concerns, and escalating issues to HR managers when necessary.
- Assisting with general office tasks such as scheduling meetings, managing correspondence, and maintaining HR-related supplies.
- playing a crucial role in supporting various HR functions, ensuring smooth operations, and contributing to the overall success of the organization.



HR INTERN

| **USMAN MEMORIAL HOSPITAL** | NOVEMBER 2022 – JANUARY 2023

- Supervised recruitment activities, including job requisition, CV screening, and scheduling.
- Updating internal databases with new employee information, such as contact details, employment forms, payroll data, and absences.
- Screening resumes and application forms, and scheduling interviews with shortlisted candidates.
- Addressing employee queries and concerns, and recapitulating company policies and procedures.



Fitness Trainer Strength & Operational Executive

| **PREMIUM FITNESS (PART-TIME)** | AUGUST 2023 – JANUARY 2024

- Designing and implementing personalized fitness programs for clients based on their goals, fitness levels, and any medical considerations.
- Guiding nutrition, lifestyle changes, and overall wellness to complement fitness routines.
- Staying up-to-date with fitness trends, research, and certifications to continually improve skills and knowledge.
- Conduct Training on Zumba/Aerobics.
- Ensuring comprehensive CrossFit coverage to keep clients satisfied.
- Overseeing the operational aspects of a fitness facility or gym, including staffing, scheduling, and facility maintenance.
- Handling customer inquiries, feedback, and complaints in a professional and timely manner.



CSR

| **Mustehkam Pvt.** | October 2021 – April 2022



- Welcome and assist arriving guests.
- Respond to client phone calls and emails.
- Manage office and coworker schedules.
- Organize and file essential documents.
- Execute additional clerical tasks essential for office operations.

COORDINATOR / ADMINISTRATOR

| **Arts Council of Pakistan** | March 2020 – January 2021



- Welcoming guests and colleagues with a warm and cheerful attitude.
- Ensuring upkeep of the lobby and conference rooms.
- Handling tasks such as printing, scanning, faxing, and copying documents.
- Managing incoming calls, addressing queries, and transferring calls as needed.
- Keeping the reception area tidy and organized.

ACCOUNTANT / RECEPTIONIST

| **The Programmer School** | March 2018 – September 2018



- Facilitating student counseling sessions and parent meetings.
- Managing and monitoring expenses.
- Ensuring control over fees and payments.
- Coordinating classes and related activities.

Education:

INTERMEDIATE: GOVT. GIRLS COLLEGE, KARACHI (B-GRADE, COMMERCE) | 2017 | KARACHI, PAKISTAN.

Matriculation: Woodland Secondary School (B-Grade, Computer Science | 2015 | Karachi, Pakistan.

Skills & Abilities:

- Good interpersonal and communication skills.
- Office Administration.
- Promotes Culture and Employee Branding.
- Experienced in the hiring of most languages (Engineers).
- HR Policies and Programs.

Social Activities:

- Arrange 40 Days of Fitness training in line with a certified trainer and conduct counseling sessions on their diet.
- Organized Multiple event as a Fitness Trainer / Coach at the Premium Fitness in 2023.
- Managing the Annual dinner at Royal Printing & Packing in 2023 with over 400 employees at Hawksbay.