



## ASHER NAZ GHAURI

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### OBJECTIVE

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To pursue a demanding role within a reputed firm with the approach to take up responsibilities to accomplish organizational goals where in my skill and potentials are being utilized to the maximum; alongside focusing on the scope of enhancing my personal skill & gaining maximum knowledge during my tenure to contribute to the growth of the firm.

### CONTACT

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Cell Phone +971 55 731 1602

Location: Abu Dhabi, UAE

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### ABILITIES & ATTITUDE

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A result driven professional having strong human resource management and administration skills. Analytical cost effective approach along with superior knowledge and organizational abilities. A team facilitator and positive "can do" attitude; Have a high motivation to learn and try; with multitasking ability and willingness for professional growth. Ready to work within a team; Have a high motivation

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## EXPERIENCE

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**COMPANY: NBB Group (Member of BBIH Group) Abu Dhabi, UAE**

**JOB TITLE: Assistant HR-Admin Officer**

**Dates From August 2019 – Present**

- Employee Relations and grievances management
- Coordinating in On-Boarding and Off-Boarding
- HR processes and documentations
- Offering counseling services to employees
- Assisting in Payroll
- Organizing and updating employee files, Collecting and analyzing employee data
- Liaising between employees and management
- Undertaking communications and interpersonal skills training
- Managing employee complaints
- Perform other related duties as assigned or requested by manager.

**JOB TITLE: Administrator (May 2018 – July 2019)**

- Time sheets and attendance
- Periodic reports and analysis (Monthly and weekly)
- Record Keeping
- Documents controlling
- Petty Cash Handling
- Departmental and suppliers Coordination
- Team facilitator
- Making PRs
- Employee leave applications and processing
- Meetings and presentation arrangement
- Arranging Office supplies
- Any other task assigned by Manager.

**COMPANY: Shifan Race Wear Inc / Nofel Pro Intl**

**JOB TITLE: Operations Manager**

**Dates From JULY 2015 - FEB 2018**

- Organizing and planning manpower and production planning aligning with delivery targets and TQM standards.
- International Customer Relations
- Managing Projects
- Vendors Management
- Problem Solving
- Reporting to CEO
- Production and sampling In-charge
- Team development
- Business communications
- Research and development

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to be a successful person; disciplined and open-minded.

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## EDUCATION

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### **MBA/MS Human Resource Management) 2013-2015**

University Institute of Management Sciences, PMAS-UAAR – Pakistan

### **BBA Hons (Human Resource Management) 2009-2013**

University Institute of Management Sciences, PMAS-UAAR – Pakistan

### **BSC (Mathematics, Statistics, Physics) 2006-2008**

University of the Punjab (Leadership College)

### **FSC (Pre Engineering) 2004-2006**

(Government Murray College Sialkot, Pakistan)

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## PROFESSIONAL SKILLS

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- Excellent interpersonal and business communication
  - Employee relation handling
  - Excellent tabulation and presentation skills
  - Negotiation and Conflict Resolution skills
  - Ability to work under stress with organizational and planning skills and ability to prioritize workloads.
  - Leadership/Management Skills
  - Adaptability/Flexibility
  - Advanced Skills in MS Office Package (Ms Word, Ms Excel, Power-point, Outlook, SPSS and AMOS)
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### **COMPANY: NESTLE WATER, PAKISTAN**

#### **JOB TITLE: INTERN**

Dates From August 2012 – September 2012

- Learning Systems and Procedures,
- Visiting with manager
- Internship project on HR/IT
- Assisting HR manager
- SAP

### **COMPANY: PRESBYTERIAN EDUCATION BOARD SCHOOL SIALKOT**

#### **JOB TITLE: BUSINESS DEVELOPMENT OFFICER / TEACHER**

Dates From October 2011 – June 2012

- Marketing for new admissions
  - Public relations
  - Parents dealing
  - Coordinating with staff
  - admin assistant
  - Teaching.
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## Additional Qualifications and Skills

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### **TRAININGS AND RESEARCH PROJECTS:**

- Email Etiquettes training workshop
- Customer Service – Hospitality (one day training workshop)
- Ethical and cross cultural challenges training seminar
- Training seminar on Entrepreneurship
- Training workshop on Personality Development
- Effective business communication seminar

### **PROJECT WORKS**

1. Impact of Psychological Contract & Self-Control on Deviant Behavior of employee.
2. Effect of exploiting social media on sleep deprivation and its effect on workplace deviant behavior; self-control mediating and psychological contract breach moderating the relationship.

## PERSONAL DETAIL

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**Marital Status:** Married

**Nationality:** Pakistani

**Date of Birth:** 13-Jun-1987

**Visa Status:** Employment Visa

**Languages:** Fluent in English, Urdu, Punjabi and Hindi

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