



## Salman Zia

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Location : Dubai, UAE  
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## PERSONAL INFORMATION

Visa Status : Visit Visa  
Valid till : Aug 2024  
Availability : Immediate Joining  
Date of Birth : 22-August-1995  
Nationality : Pakistan  
Languages : English, Urdu, Hindi

## EDUCATION

**Master** in Commerce (M.Com) in process

**Bachelor** in Commerce (B.Com)  
University of Karachi Dec 2017

Intermediate in Commerce (I.Com) Karachi  
Board of Intermediate Dec 2014

## CERTIFICATIONS

- Diploma in IT
- English Language
- MS Office
- Javascript

## SKILL:

Detail-oriented	Benefits administration
Onboarding / off boarding	Customer Services
Payroll	Time Management
Financial Analysis	Employee Engagement
Teamwork and Collaboration	Problem-Solving Abilities

### Computer:

HRMS	Oracle
Quick Books	MS Office (Excel)

### Communication:

English	Verbal, Writing, Reading
Hindi / Urdu	Verbal, Writing, Reading

## WORK EXPERIENCE

**Assistant Manager HR** – January 2023 to June 2024  
**UBL - United Bank Limited Karachi, Pakistan**

### HR Staff Finance

- Administer loan programs to ensure employees are well-informed and supported throughout the loan process.
- Review loan applications for completeness and eligibility and follow up with employees as necessary.
- Analyze and verify data in loan applications, credit reports, and other financial information to determine loan eligibility and creditworthiness.
- Provide employees with information and advice on loan terms, interest rates, payment schedules, and other loan-related issues.
- Ensure compliance with all relevant legal and regulatory requirements.

**Senior HR Officer** – October 2022 to December 2022

**DIB - Dubai Islamic Bank, Karachi Pakistan**

### HR Staff End Settlement

- Prepare End settlement of resign staff
- Calculating leave, PF and Gratuity of resign staff
- All dues payable to and receivable from an employee are calculated
- To calculate final pay calculation
- Making Experience Letter

**HR Officer** – October 2018 to September 2022

**HBL -Habib Bank Limited, Karachi, Pakistan**

### HR Staff End Settlement

- Check and handle all the end settlements of resigned staff.
- Sending Verification of Antecedents of ex-employees to other organizations.
- Sending Adjustment reminders to resigned Staff.
- Making Experience Letters.

### HR Talent Acquisition

- Take the interview of new hire staff.
- Coordinating with hiring managers to identify staffing needs.
- Plan interview and selection procedures, including screening calls, assessments, and in-person interviews.

### HR Operations & MIS

- Handling All Onboarding Processes including entering the data of employees in ORACLE PEOPLE CONNECT.
- Documents Verification of Employees like Degree and experience Verification.
- Compiling and uploading employee records on software.
- Process and prepare the employee's Bank ID cards.
- Handle Biometric Attendance, Tagging/De-Tagging of staff with the supervisor.
- Reports to Senior Management Regarding Attendance issues.
- Resolving all the complaints related to the Biometric Attendance Management System (BAMS).

**Sales & Marketing Executive** – March 2016 to June 2017

**Silk - Silk Bank Limited, Karachi, Pakistan**

### Sales & Marketing

- Account Opening
- Handle customer service in the branch
- Selling credit cards through calls and walk-in customer
- Increase Branch Deposit

**Accountant** - October 2015 to February 2016

**Prospect Design Works, Karachi, Pakistan**

- Manage all accounting transactions
- Handle monthly, quarterly, and annual closings
- Reconcile accounts payable and receivable
- Hands-on experience with accounting software like ERP and Tele.
- Ensure timely bank payments