



## PERSONAL INFO

- Father name: Allah Bukhsh
- Cnic: 3210275349879
- Marital status: Single
- Domicile: D g khan Punjab
- Religion: Islam
- Birth date: 16 Nov 1999

## CONTACT



Dg cement Factory colony house  
number E 53 , Dera Ghazi Khan,  
Pakistan



0370-4696135



am122929amir@gmail.com

## SKILLS

- Customer Service
- Communication
- Problem-Solving
- Time Management
- Microsoft office suite
- Recruitment & hiring
- Data
- Leadership
- Public Relations
- Team building
- Public speaking

## LANGUAGES

**English**  
Beginner

**Urdu**  
Beginner

# AMIR RAZA

## ABOUT ME

Experienced HR of expertise in recruitment, employee relations, and performance management. Adept at developing and implementing HR policies, improving employee retention, and fostering a positive workplace culture

## EDUCATION

**Bachelor of Business Administration, 2020 - 2024**  
**University of Management & Technology, Lahore**

**Intermediate, 2019**  
**Superior college Dera Gazi khan**

**Matriculation, 2017**  
**Garrison school Dera Gazi khan**

## WORK HISTORY

**Internee** 07/04/2023 - 07/06/2023

**DG CEMENT Industry - DGK, Pakistan**

- Supported HR and administrative teams in organizing employee records, handling data entry, and managing internal documentation.
- Assisted with recruitment-related tasks such as arranging interviews and maintaining applicant data.
- Gained exposure to HR policies, employee relations, and compliance procedures.
- Observed HR operations and learned how policies are implemented in a large-scale industrial environment.

**Internee** 09/05/2021 - 12/08/2021

**DG CEMENT Industry - DGK, Pakistan**

- Assisted in day-to-day operations within the production department, ensuring smooth coordination of tasks.
- Helped maintain inventory records, production logs, and supported reporting for management review.
- Worked with senior staff to identify areas for process improvement in workflow and productivity.
- Developed a basic understanding of supply chain coordination, production processes, and factory operations.

## CERTIFICATIONS

**HP LIFE Online Business Skills Training — HP Foundation**

Completed a series of certified online courses focused on core business competencies:  
**Your Target Audience:** Techniques for audience analysis, survey design, and data-driven customer insights

**Customer Relationship Management:** Strategies for customer engagement, retention, and relationship optimization

**Business Communications:** Principles of effective messaging, audience targeting, and communication channel selection

## CUSTOM

Provide on Demand