

Osama Bin Jannat

Human Resources · Talent Strategy · People Operations · AI-Driven HR

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PROFESSIONAL SUMMARY

Forward-thinking HR leader with 4+ years of experience building people functions from the ground up, scaling global teams, and embedding technology into every stage of the employee lifecycle. Built and led the HR department for a fast-growing US-based tech company, growing its workforce by over 600% across two continents. Experienced in healthcare recruitment across US states, AI-powered talent acquisition, HRIS implementation, and data-driven workforce planning. Published researcher on AI integration in operational excellence and organizational behavior. Passionate about leveraging emerging technologies to modernize HR practices and unlock business growth.

PROFESSIONAL EXPERIENCE

People & Culture Manager

Jun 2023 – Present

Zikra Infotech LLC — Sheridan, WY, USA (Remote from Islamabad)

- Designed and launched the entire HR function for a US-registered tech company with zero existing infrastructure — establishing org structure, policy frameworks, HRIS workflows, and compliance systems across two countries.
- Led a talent acquisition strategy that scaled the organization from 15 to 115+ professionals across Pakistan and the United States within 18 months, directly supporting the company's expansion into new service verticals.
- Implemented structured performance management cycles, AI-assisted screening processes, and digital onboarding systems that cut new-hire ramp-up time and improved first-year retention.
- Drove \$45K+ in incremental revenue by identifying client opportunities and packaging HR consulting as a billable service line alongside core tech offerings.
- Serve as strategic advisor to the CEO on compensation design, workforce forecasting, and organizational restructuring. Key contributor to Z360.biz, an AI-powered business management platform targeting SMEs.

Recruiter — Healthcare

May 2024 – Present

Center for Integrative Psychiatry — Coppel, TX, USA (Remote)

- Manage full-cycle recruitment for licensed mental health professionals across multiple US states, navigating state-specific credentialing, licensure verification, and telehealth compliance requirements.
- Collaborate with clinical leadership to forecast staffing demand, build talent pipelines for hard-to-fill specialties, and ensure zero disruption to patient care.

Human Resources Executive

Jan 2022 – Jun 2023

Royal Cyber Inc. — Islamabad, Pakistan

- Managed HR operations for a multinational IT services firm across five countries (Pakistan, India, Saudi Arabia, Canada, USA), overseeing onboarding, compliance, and employee engagement for 200+ employees.
- Designed and delivered a structured 12-month induction program that onboarded 25+ new hires per cycle, accelerating time-to-productivity by standardizing orientation and mentorship workflows.
- Automated the L&D pipeline by migrating training to a digital LMS, reducing manual coordination by 60% and enabling self-paced learning across all regions.
- Promoted from L&D Intern to HR Executive within four months after delivering measurable improvements in training completion rates and evaluation processes.

Technical Recruiter

Jun 2023 – Aug 2023

Vertex Infotech Solutions — Aurora, CO, USA (Remote)

- Executed end-to-end IT recruitment across the US market, sourcing through LinkedIn Recruiter, Greenhouse, and Boolean search strategies to close 7 technical placements in under 60 days.
- Collaborated with hiring managers to refine job specifications, streamline interview panels, and improve offer-acceptance rates for niche technology roles.

HR Consultant & Career Coach

Jan 2022 – May 2024

Upwork — Remote (Freelance)

- Provided end-to-end HR consulting to 20+ startups and SMEs, delivering recruitment playbooks, employee handbooks, and compliance frameworks tailored to each client's industry and growth stage.
- Coached 30+ professionals on career strategy, personal branding, and interview preparation. Also launched a nonprofit career mentorship program, guiding 38 students and securing job placements for 16 participants.

HR Team Lead (Promoted from Intern)

Aug 2021 – Jan 2022

GAO RFID Inc. — Ontario, Canada (Remote)

- Earned fast-track promotion by redesigning sourcing and screening workflows, expanding the candidate pipeline by 50% and leading intern training across multiple departments.

EDUCATION

Bachelor of Business Administration — Human Resource Management

Sep 2019 – Jul 2023

National University of Modern Languages (NUML), Islamabad · CGPA: 3.64 / 4.00

CERTIFICATIONS

- HRCI Human Resource Associate — HRCI / Coursera (2024)
- HR Management & Leadership Specialization — Macquarie University / Coursera (2023)
- Generative AI, Recruiting & Talent Acquisition — LinkedIn Learning / PMI (2024)
- Excel Skills for Business Specialization — Macquarie University / Coursera
- Google Workspace Specialization — Google / Coursera

RESEARCH & PUBLICATIONS

- **AI Integration in Operational Excellence Frameworks** — Social Sciences & Humanity Research Review, Vol. 1, 2025
- **Organizational Culture, Knowledge Management & Employee Motivation** — Review of Education, Administration and Law (REAL), Vol. 8(1), 2025
- **Supervisor Phubbing & Employee Performance** — ACADEMIA Intl. Journal for Social Sciences, Vol. 4(1), 2025

ENTREPRENEURIAL VENTURES

- **GreenRozgar** (Founder & CEO, 2025) — Pakistan's first green economy job platform connecting youth with sustainable careers in solar energy, organic farming, and eco-tourism; targeting 200K+ projected green jobs.
- **ScholyHub** (Founder, 2024) — Global scholarship discovery platform with 3,000+ opportunities across 50+ countries, expanded into personalized admissions consultancy services.
- **Remotire** (Founder, 2025) — Curated remote job marketplace bridging international employers with skilled talent from emerging markets.

CORE COMPETENCIES

People & HR: Talent Acquisition · Full-Cycle Recruitment · HR Policy & Compliance · Performance Management · Compensation & Benefits · Employee Relations · L&D · Succession Planning · DEI · Change Management · Organizational Design · Employer Branding

Strategy & Tech: Workforce Planning · AI-Powered Recruitment · HRIS Implementation · HR Analytics · Digital Transformation · Business Development · Cross-Functional Leadership · Startup Operations

Tools: LinkedIn Recruiter · Greenhouse · Zoho Recruit · BambooHR · SAP SuccessFactors · Workday · Oracle HCM · TalentLMS · Indeed · MS 365 · Google Workspace · Slack · Asana · ChatGPT / Generative AI Tools

AWARDS & ADDITIONAL

Awards: PSHRM Young HR Professional Award (2025) · Prime Minister's Laptop Award — HEC National Merit (2023) · NUML Merit Scholarship (2022)

Languages: Urdu (Native) · English (Proficient) · Mandarin (Basic)

Memberships: PSHRM · Management Association of Pakistan (MAP)

Conferences & Community: Pakistan AI Summit 2025 · PSHRM Annual HR Conference 2025 · Founder Institute Cohort 2025 · Pakistan Red Crescent Society Volunteer (2023–Present)