**Visa Status:** Visit

**Availability:**  Immediate.

**Nationality:** Pakistani

|  |  |
| --- | --- |
| ***Summary*** | A business graduate with core Human Resource and Organizational development experience. My organized approach of handling assignments coupled with strong communication enables me to work efficiently both independently, as well as, part of a team. Experienced in providing timely and best output within the given deadline whilst at the same time coming up ideas for system and process improvement. With my strong determination to excel, I want to work in a progressive organization with a team-oriented environment, where I can utilize my acquired acumen and skills to achieve the organizational objectives and grow myself professionally. ***Personal*** ***Statement****: You can Wish for it or Work for it. Choice is Yours!* |
| ***Specialties*** | * Recruitment and Selection.
	+ Executive Search and Head Hunting.
	+ Diversified and Bulk hiring.
* Training and Development.
* Career Management.
	+ Performance Management.
* Strategic Human Resource Management.
* HR policies and procedures.
* Organization planning and Development.
* Customer Relationship Management (CRM).
* Benefits administration
* Marketing Management.
* Strong interpersonal communication.
* Team building.
* Public Speaking.
* Relationship Management.
* Sound analytical skills.
* MS office.
 |
| ***Work Experiences*** | 1. **BOL Media Group**

**Industry:** Media.**Total experience**: 2+ years till date.**Department**: Human Resource.**Reporting to:** Head of Human Resource.

|  |
| --- |
| ***Designations held : Tenure:*** |
| Associate Manager – Human Resource July 01, 2013 till June 30, 2014. |
| Manager – Human Resource July 01, 2014 till PRESENT. |

**Job responsibilities:**Involved in establishing the Human Resource Department of this emerging media group from scratch which involved the following HR functions:***Recruitment and selection:**** Involved in end to end recruitment of both technical and non-technical department from generating pool of candidates through different mediums including various job portals and head hunting, short listing suitable candidates, conducting final panel interviews with respective departmental heads, offer designing after reviewing candidate’s credentials, getting offer approved by top management, offer delivery/negotiations and getting the best talent on board.
* Responsible for setting hiring standards for all the departments with the departmental heads to determine staffing numbers, skills and needs to meet the organization’s objectives.
* Conducting recruitment drives across the country to attract best talent from top notch universities of the country
* Coming up with planning and strategies to attract prospective candidates for various job roles by doing comparative analysis to identify talent within and outside the organization.
* Managing Pre-employment Medical examination of prospective employees.
* Maintaining documentation of new inductee in his/her separate file.
* Responsible for clearances and final settlement of separated users.
* Being system and process coordinator for entire HR department, have successfully executed the development of New Recruitment System to enhance productivity and efficiency of users

***Training and Development:**** Conducting orientation of new inductees about organization and its policies.
* Preparing Training Modules, presentations, assessments, training activities in coordination with the Business Heads & Line Managers of various departments.
* Preparing management reports to communicate ROTI on Training Programs.
* Reviewing departmental training activation plans and ensuring new users are being trained as per the defined plan.

***Performance Management**** Based on organizational goals and role of independent domains, devised domain processes and KPIs with the help of departmental heads to ensure that performance of each individual is being monitored.
* Involved with the top management in analytically reviewing monthly performances and bi-annual appraisals suggested by departmental heads.
* Ensuring that performances are timely delivered by team leads to their respective teams and employees queries against their appraisals/performance are answered satisfactorily.

***HR Policies & Benefits Management**** Responsible to review and update HR policy manual.
* Preparing new policies with reference to new benefits introduced in the organization and introducing it across organization after getting approval from top management.
* Handles grievances, counseling, disciplinary action according to the company policy.
1. **Axact Pvt Ltd.**

**Location:** Karachi, Pakistan.**Industry:** Information Technology.**Total experience**: 1.5 years.**Department**: Talent Acquisition.**Reporting to:** Head of Talent Acquisition.

|  |
| --- |
| ***Designations held: Tenure:*** |
| Senior Executive – Recruitment Jan 16, 2012 till Dec 31, 2012. |
| Assistant Manager – Talent Acquisition Jan 01, 2013 till June 30, 2013. |

**Job responsibilities:**Recruitment Category Lead and Organizational Development specialist for Karachi, Islamabad and Lahore office for more than 15 different departments at Axact including Brand Communication, Brand Promotions, Business unit, Software, Network, Online research, Application Development, Project Management, Quality assurance , Business Development, Graphics and Multimedia, User Interface, Corporate Affairs, Executive Management, Human Resources, Training specialist, Education Management, Health care and Internal Audit. * Involved in end to end recruitment from generating pool of candidates through different mediums including various job portals and head hunting, short listing suitable candidates, conducting final interviews, offer designing, offer delivery and getting the best talent on board.
* Pioneer to establish Mobile Application Development at Axact from scratch by inducting 40+ developers from Senior Engineers to Senior Managers in less than a quarter.
* Conducting annual salary surveys to identify market salary trend.
* Also involved in separation process by preparing monthly separation report for top management and designing strategy for retaining employee by conducting exit interviews and other formalities.
* General HR operations which includes documentation and record management of employees.
1. **Pakistan Refinery Limited**

**Industry:** Oil and Gas.**Total experience:** 4 months**Reporting to:** Manager – HR operations.

|  |
| --- |
| ***Designation: Tenure:*** |
| Internee – HR Operations May 2011 till Aug 2011. |

**Job responsibilities:*** Created the social media recruitment strategy, which was aligned with the marketing and HR communication
* Found important communication and discussions topics to increase the online presence of the organization.
* Facilitated HR Recruiters in posting right job vacancies
 |
| ***Education*** | **Institute of Business Management (IoBM), 2009 - 2011***Master of Business Administration (MBA), Majors: Human Resource* CGPA: 3.35**Textile Institute of Pakistan, 2005 - 2009***Bachelor of Business Administration (BBA), Majors: Apparel and Fashion,* CGPA: 3.3**Aga Khan Higher Secondary School, 2003 - 2005***Higher Secondary Certificate (HSC), Majors: Pre-Engineering* Grade: A **Aga Khan School, Garden, 2001 - 2003***Secondary School Certificate (SSC), Pre-Medical* Grade: A-1 |

|  |  |
| --- | --- |
| ***Honors*** | **Educational:*** Was on Dean’s list for semester 5th – 8th in graduation.
* Has been offered scholarship for MBA by IoBM.

**Professional:*** Various monthly and annual Leadership recognition awards.
* Developed and launched the Compensation Chart for BOL.
 |
| ***Personal Profile*** | **Date of Birth:** November 06, 1987**Marital Status:** Single**Religion:** Islam**Nationality:** Pakistani |



**Gulfjobseeker.com CV No:** **1483662**