

**Whats app Mobile:+971504753686**

**Gulfjobseeker.com CV No:259893**

E-mail: [gulfjobseeker@gmail.com](mailto:gulfjobseeker@gmail.com)

**Professional Summary:** I have been working as a Human Resource Professional for more than three years and have acquired expertise in Recruitment, Training and Administration. I have diversified experience in Recruitment, Sourcing, Training, Sales, Employee Placement and Event/Office Management. I aspire to seek a full time position in Human Resources in an entity which will allow me to employ my skills and knowledge to make integral contribution in a progressive organization.

**Key Skills:**

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| * **Recruitment & Selection** | * **Training & Development** | * **Talent Sourcing** |

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| * **Communication** * **Career Counseling** * **Resume Reviewing|Profiling** | * **Orientation|On Boarding** * **Event Management** * **ERP|Microsoft Dynamics|Salesforce** | * **Presentation** * **Administration** * **MS.Office, Photoshop** |

**Work Experience:**

**HRS Global Executive Search & Placement**

**Recruitment Specialist July 2015-January 2016**

**Industry: Banking, Finance, Insurance, NGOs, Telecom, Logistics, Construction**

HRS Global is a leader in the HR services industry which offers a range of services for the entire employment and business spectrum and has offices and affiliates in the USA, Pakistan, Bangladesh, and UAE, with over 370 clients.

* Manage clients for a specific industry in acquiring the best available talent for their vacant positions.
* Create value by sourcing, evaluating and assisting clients in end – to – end recruitment process.
* Develop a sustainable relationship and continuously follow up with the HR/Line Managers at client’s end.
* Manage achievement of assigned revenue targets for each quarter.
* Sourcing, evaluating and assessing appropriate talent against vacant positions from various available sources.
* Maintain sufficient talent pool by interviewing and profiling candidates.
* Make decisions in relation to placing the right talent in the right place at the right time.
* Ensure all necessary documentation is in place with the client and visit/interact with clients on a regular basis to better understand their needs and culture of the organization

**Teach for Pakistan**

**(An initiative of The Abraaj Group/Aman Foundation & Teach for All, USA)**

**Recruitment & Selection Officer Sept 2013- July 2015**

Teach for Pakistan Fellowship is two year Leadership Development Program in which fellows were required to teach in a under resourced community to help children reach their full potential.

* Recruit and Select top students, fresh graduates and young professionals to join the Fellowship Program.
* Identify, cultivate and influence top students to apply and join the organization as Fellows.
* Review applications, conduct phone interviews and provide back end support for all selection related functions.
* Plan, Organize and Execute Recruitment Events, Information Sessions, Career Fairs and Assessment Centers in Karachi and Lahore.
* Build and maintain relationships with student leaders, administrators, career service representatives and other key stakeholders at universities to help execute an effective on-campus recruitment campaigns.
* Implement and track recruitment strategies designed to increase mass visibility on campuses.
* Recruit, select, manage and train a team of campus-based student volunteers.
* Oversee, manage and support overall Finance, Procurement Operations & Administration for Recruitment and Selection Department for Karachi and Lahore.
* Provide administrative support & logistical coordination while conducting relevant research, compiling and tracking data to monitor campaign progress and updating databases.
* Support the R&S Manager in conceptualizing of a marketing campaign and development of collateral.

**ORIX Leasing Pakistan (A part of ORIX Corporation Japan)**

**Account Manager Jan 2013- June 2013**

ORIX Leasing Pakistan is Pakistan’s leading leasing company. A part of ORIX Corporation Japan, OLP offers cost effective value-added products and customized services to a wide array of customers throughout the country.

* Develop, maintain, and extend client relationships.
* Continuously monitor accounts and promote new service opportunities and creation of interactive marketing.
* Develop client leads and relationships & execute recommendations that drive revenue.
* Responsible for managing, supporting, and servicing the account related needs.
* Address client concerns and ensure the resolution of issues in a timely manner with follow-up when appropriate
* Assisting senior manager to manage the branch and documenting the leases.
* Executing due diligence of prospect clients.

**Internships: Synergy Advertising** (Sept 2011-Dec 2011) & **Pakistan State Oil** (Dec 2010-Jan 2011)

**Academic Qualification:**

* **Masters in Public Administration (MPA).**University Of Karachi*.* GPA: 3.4. Year: 2011 (3rd Position)
* **Bachelors in Public Administration (BPA).**University Of Karachi*.* GPA: 3.4. Year: 2008-2010

**Professional Certifications and Trainings:**

* Train The Values Trainer - CARNELIAN
* Own your Stage - Public Speaking Training - CARNELIAN
* Graphic Designing Course – ARENA Multimedia

**Accomplishments:**

* Awarded for Exceptional Performance during the year 2013-2014 at Teach for Pakistan/Aman Foundation.
* Achieved and Exceeded Recruitment Targets for the Annual Recruitment Cycle 2013-2014
* Member of Recruitment Team which showed 108% progress in the entire 35 countries of Teach For All network
* Independently conducted in-house training of Recruitment Teams on “Personal Development” for HRS Global

**Personal Details:**

Languages : English (Fluent)

Date of Issue : 16th Sep 2014 Urdu (Fluent)

Date of Expiry : 15th Sep 2019 Hindi (Fluent)

Date of Birth : 1st December 1988

Marital Status : Single