**First Name of Application CV No 1625448**

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**CAREEROBJECTIVE:**

To secure a promising position that offers both a challenge and a good opportunity for growth. I am self-motivated, determined and solution-oriented individual. I am quick learner and have ability to quickly master the latest technologies and computing developments. Thrive in deadline-driven environments. Excellent team-building skills.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Wilshire Laboratories (Pvt.) Ltd.**

**Tenure:**  **March 2015 – Jan 2016**

**Designations:** Recruitment Officer

Responsibilities:

* To receive the approved employee requisition form from concerned line Manager.
* To record the requisition in “Requisition Aging Report” for accurate calculation of aging and other analysis.
* Conduct the job analysis by defining job description and job specification in coordination with concerned line Manager.
* After designing the job Ad get it reviewed by HR Head and circulate within the company and outside (Newspaper,Rozee.pk and Social Media).
* To seek approval from concerned authority for expenses of advertisement.
* Shortlisted the best suitable candidates for the interview, scheduled interview with concerned manager and HR Manager.
* To send the email to shortlisted candidates and to Concerned manager about the date and time of interview.
* To draft the offer letter of selected candidate and email or courier to given address.
* To send the “joining info” email to all stakeholders before the day of joining to make sure all the arrangements are in place.
* To send the orientation email “Value Addition” to all staff to introduce and share the contact details of new
* joiner with all staff
* Ensure that employee data is entered in all the relevant software and data base. (Payroll, Employee list, Attendance system etc.)
* To collect all the pre & post hiring documents from employees for filing in their personal records.
* To give Orientation all new Joiners.
* Responsible for maintaining employee relations.
* To investigate problem, investigate with all concerned stakeholders. (Fact Finding)
* If the employee being probe is found guilty he will deal with appropriate level action. (Counseling, verbal warning, written warning, termination).
* If during investigation find that any financial penalty to b imposed that will be communicated to concerned department (Payroll).
* Worked with training officer to check all the arrangements for well- organized trainings in-house trainings.
* Worked on SOP's and JD's.
* Worked on KPI's with line Manager.

**Internships:**

**Organization:** **Ibrahim Fibers Ltd**

**Tenure:**  **July 2014– Sep2014**

**Designations:** **Internee**

**Responsibilities:**

* updating and Maintaining employees record.
* Handling payroll Related Queries.
* To coordinate and inform the nominated training participants about timings, duration and other necessary information.
* To make sure the attendance of training participants and then handed over to training Officer.

**Organization:** **Harvest Global Markets Pvt Ltd.**

**Tenure:**  **Dec 2014 –Jan 2015**

**Designations:** **Internee**

**Responsibilities:**

* Providing Services to Clients.
* Boost Investor Confidence to Invest.
* Provide Qualitative and Quantitative Research to Investors.

**ACADEMIC EDUCATION:**

**EXAMINING BODY: YEAR**

* MBA (HR) University of South Wales (United Kingdom) 2013
* BBA (Hons.) University of South Asia (Lahore) 2011
* Intermediate Pakistan Steel Cadet College (Karachi) 2007

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills.
* Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Have a good level command over English and Urdu Languages.

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

**TRAININGS & WORKSHOPS:**

**Managing Family Business (IBA/CEE Karachi) Year - 2015**

* How to manage people? Different people need Different treatment.

Trainer :( **Prof Neeraj Manchanda**).

**Blue Ocean Strategy for Entrepreneurs and Family Businesses (IBA/CEE Karachi) Year - 2015**

* Attended the workshop in collaboration with Madinah Institute of leadership and Entrepreneurship (MILE).

Trainer: (**Mr. Imran Zawwar**) (**Mr. Ali Jafri**).

**Advance Microsoft Excel 2013 (Vision Max) Year - 2015**

* Attended four weeks training workshop on Advance Microsoft Excel 2013.

Trainer: (**Mr. kazam Raza**).

**INTERESTSANDHOBBIES:**

* Hobbies include anything to do in arts, music, poetry, reading historical books, philosophy and all religious books. Enjoy and actively participate in a wide variety of sports, political discussions, and creative activities.

**PERSONAL INFORMATION:**

**Date of Birth** : 22-09-1988