FAYZAN

**Objective**

Looking for a challenging atmosphere, where my abilities, potentialities, and knowledge can be fully and efficiently utilized. I am also looking forward for having opportunities of growth and acquiring more knowledge and skills to serve an organization.

**Professional Experience**

**Axis Recruitment**

**Recruitment Executive (April 2015 – Till to date)**

Axis Recruitment Limited is one of the leading providers of health and social care recruitment services in the UK. Also have an office in PAKISTAN.

* Responsible for the RMS System (Recruitment System); Reviewing CV
* Offer of employment (follow up on offer and acceptance)
* Helping clients to find suitable candidate to fill their vacancies.
* Making phone calls to candidates who are judged to be eligible.
* Describing the work duties, salary and benefits of a particular vacancy.
* Arranging interviews with candidates who have been short listed for a position.

**SIGN Scope**

**Asst. Manager Media and Planning Buying** (**July 2014 - March 2015)**

Sign Scope is full service media agency specializing in outdoor advertising. Sign Scope is one of the largest advertising agency in Pakistan. Sign Scope works with those organizations which want to enhance publicity.

* Designs optimum buys in terms of cost efficiency, goals delivery and vendor agreements.
* Maintains all media buys and is responsible for the post-buy results of all buys.
* Tracks media expenditures to ensure agency and client budget compliance
* Collaborates with clients and media team members to resolve media billing issues.
* Documents all negotiations, make goods and credits.

**National Bank of Pakistan**

**Internship** (**August 2010- 6 Weeks)**

**National Bank of Pakistan** is one of the largest commercial bank operating in Pakistan. It has redefined its role and has moved from a public sector organization into a modern commercial bank.

* Worked in deposit section
* Inward/outward clearing, Remittance
* Pension department

**STRENGTHS**

|  |  |
| --- | --- |
| * Well-trained & Experienced Professional | * Performance Driven & Strong Team Leader |
| * High Sense of Commitment | * Have convincing power |
| * Effective follow-up | * Honesty and integrity |

**Educational Background**

* Master of Business Administration (2013-2013)

(Anglia Ruskin University, England)

* Post Graduate Diploma (2011-2012)

(Nelson College London, England)

* Bachelor of Commerce (2008-2010)

(Punjab College Commerce, Pakistan)

* Intermediate of Commerce (2006-2008)

(Punjab College Commerce, Pakistan)

* Matriculation in Sciences (2004-2006)

(Central Model School, Pakistan)

**Languages**

* English
* Urdu
* Hindi
* Punjabi

|  |  |
| --- | --- |
| **Personal details** | **IT & Computer Proficiency** |
| **Date of Birth:**15th Aug 1990  **Nationality:** Pakistani  **Marital Status:** Single | **Microsoft Office package**  *Word, Excel, Power Point, Outlook,*  **Operating system**  *Windows xp,7,8 and 10*  *RMS (Recruitment)* |

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

