**SAAD**

**Saad.357520@2freemail.com**

**HUMAN RESOURCE PROFESSIONAL**

Highly motivated and hardworking graduate in Business Administration having distinction in Human Resource with strong educational background, proven success and ability to achieve organizational objectives. Strong multitasking abilities and experience in Human Resource operations in fast-paced environment demanding strong organizational and interpersonal skills. A strategic problem-solver and adaptable who understands the big picture, envisions solutions and executes with ease across all organizational levels. Aspire to gain a challenging position in high profile organization that offers a genuine opportunity for progression.

* Friendly team player and natural leader who enjoys working in a team-oriented atmosphere to reach goals.
* Excellent communication and interpersonal skills to easily establish trusting relationships with others.
* Versatile and flexible with strong time-management and multi-tasking skills to thrive in fast-paced settings.

# Areas of Expertise

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| * **Personnel Management**
* **Recruitment and Selection**
* **Payroll Processing**
 | * **Organizational Development**
* **Performance Appraisal**
* **HR Policies and Procedures**
 | * **Offshore Recruitment**
* **Office Administration**
* **Proficient in MS Office, Oracle Database Management Software**
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**Achievements**

* Got **1st** position in the Youth Social Entrepreneurship competition and received an award prize of **Rs.50,000** cash.
* Successful completion of dissertation on “**The impact of training quality on employee job satisfaction in the telecom sector of Pakistan**”, a new contribution to HRM practices.
* Worked as an **ambassador for CASE** Institute of Business studies in Entrepreneurial competition 2013.
* Participated in **3-days seminar** of promoting social entrepreneurship in FATA organized by YES Network Pakistan.

# Professional Experience

**GLITZ PHARMACEUTICALS (Pvt) Ltd. ISLAMABAD – PAKISTAN OCT 2016 – MARCH 2017**

**SENIOR HUMAN RESOURCE EXECUTIVE**

* Identifying the personnel needs of company by conducting departmental surveys to fulfill vacant position.
* Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned department manager and HR manager.
* Sourcing candidates that match the desired skills.
* Screening the candidates by conducting in person interviews.
* Assisting HR manager in analyzing a particular candidate skills, abilities and qualification.
* Communicating the employment status to the applied candidates.
* Maintaining and updating the database of candidates in company’s customized **Oracle software.**
* Doing a background check of the shortlisted candidates.
* Drafting and issuing offer letter and appointment letter to the selected candidate with brief working agreement and company policies.
* Properly filing relevant document of newly joined employee and giving him/her orientation about company policies, culture, mode of communication and organizational hierarchy.
* Making or amending the existing policies and procedures with consultation of HR manager and top management.
* Leading a team by monitoring their duties and responsibilities assigned to them and improving their progress by achieving company goals.
* Keeping a track of attendance of the employees in company’s **Oracle database management** software.
* Assisting the HR manager in doing performance appraisal by adopting better appraisal practices.
* Keeping a track on employee turnover and make an analysis of periodic turnover.
* Planning events or activities on different occasions, getting those approved by senior management and implement those.
* Handling the staff so that people are not dissatisfied with each other.
* Designing the salary structure for employees and processing payroll in company’s customized **Oracle database management software.**
* Conducting motivational activities and skill building training sessions for employees to improve their morale and productivity.
* Conducting exit interviews of candidates who are resigning and getting their constructive feedback.

**MICRO AGILITY SERVICES (Pvt) Ltd. ISLAMABAD - PAKISTAN MARCH 2015 – OCT 2016 RECRUITMENT EXECUTIVE**

* Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs.
* Determines applicant requirements by studying job description and job qualifications.
* Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites.
* Searching relevant candidates from USA & Canada through all available sources.
* Approaching the required consultants/candidates and increasing the pool of candidates.
* Determines applicant qualifications by interviewing applicants; analyzing responses; comparing qualifications to job requirements.
* Evaluates applicants by discussing job requirements and applicant qualifications with managers; interviewing applicants on consistent set of qualifications.
* Using candidate databases to match the right person to the client's vacancy.
* Improves organization attractiveness by recommending new policies and practices; compensation practices and emphasizing benefits and perks.
* Arranging the shortlisted candidate’s interviews with Sr. Manager.
* Maintaining the internal database properly.
* Understanding in house Manpower requisitions from various Departments.
* Assisting HR Manager in screening potential candidates and scheduling Interviews.
* Assisting in internal hiring and selection process.
* Schedule training sessions and orientations to newly hired Employees.
* Conducting Job fairs in Universities & participates as Employer Branding to attract new Talent.
* Designing and maintain Resume data-bank for future need.

**FLORENCE PHARMACEUTICALS (Pvt) Ltd. ISLAMABAD – PAKISTAN FEB 2013** – **MARCH 2014**

**HUMAN RESOURCE OFFICER**

* Successfully managed recruitment process, office work administration, record of employees, routine work activities and taking measures to continuously focus on improvement needed areas.
* Coordinated with upper management in conducting tests and interviews for selection phase, negotiated compensation plan and company policies to the new in-takes and also prospected potential employees.
* Updating and maintaining resume’ database for future need.
* Processing and administering an overall payroll of employees.
* Supported employee training and development programs, maintained employee’s profiles in company database, facilitating new employees and make them oriented to the organization culture.

# Education

**MBA**, Human Resources, COMSATS Institute of Information Technology, Islamabad – Pakistan, 2016 **(3.65/4.0 CGPA)**

 **BBA (H)**, Human Resources, University of Science & Technology Bannu – Pakistan 2013 **(83%)**

 **Diploma in IT**, Peshawar Technical Board, Peshawar – Pakistan, 2012