**Azam**

[**AZAM.364967@2FREEMAIL.COM**](mailto:AZAM.364967@2FREEMAIL.COM)

**PROFILE**

Azam is a people person. A young, energetic, multi-skilled & self-managing individual. He possesses well rounded written & oral communication skills & is committed for setting innovative standards.

**OBJECTIVE**

A motivated, results-focused Human Resources professional, seeking an opportunity to utilize career experience, skills, and education to contribute to employer objectives, profitability, and success with a company offering potential for challenge and growth.

**WORK EXPERIENCE**

**1.Manager HR & Admin**

**International School and College System, Abbottabad, Pakistan**

**Feb 2015- March 2017**

* Identifies hiring need, develops the position description, Recruitment Plan, organizational chart and other recruitment related documents
* May serve as Search Committee Chair and identifies Search Committee members
* Conducts recruitments showing good faith efforts to broaden diversity
* Ensures understanding of collective bargaining agreements’ specific provisions with respect to filling of bargaining unit positions
* Initiates recruitment via Newspaper
* Processes final offer and finalizes the recruitment
* Notifies interviewees not selected
* Reviews recruitments and provides oversight of the recruitment process
* May coordinate short list review
* Reviews position description and assigns the [Job Classification](https://hr.ucr.edu/salary/class/overview.html)
* Conducts Job Analysis upon request\
* Management of College Physical Resources
* Maintainces of Resources
* Organizing Events
* Negotiation with Key Stakeholders

**2.A.M HR Business Partner.**

**Pakistan Telecommunication Company Limited, Abbottabad, Pakistan.**

**January 2013 – Jan 2015**

* Act as a single point of the contact for the employees and managers in the business unit
* Proactively support the delivery of HR Processes at the client’s side
* Managed complex and difficult HR Projects cross-functionally
* Built a strong business relationship with the internal client
* Actively identifies gaps, proposes and implement changes necessary to cover risks
* Recruits personally the key talents for the internal client
* Facilitates the management team to bring best solutions for employees
* Acted as the performance improvement driver and provokes positive changes in the people management
* Design and maintain organization vitality charts as the performance of the business unit improves
* Design succession plans for key talents and key job positions
* Challenge the organizational structure of the internal client and proposes changes
* Acted as the member of the HR Management Team
* Develop HR team members as they can become HR Business Partners
* Manage and leads a team of HR Consultants

# **ACADEMICS**

**Master of Science Project Management**, (Course Work Completed) Comsats Institute of Information Technology Abbottabad.2014-2016.

**Master of Business Administration**. (Human Resource Management) Hazara University Manshera, KPK, Pakistan 2010-2012

**Bachelor of Science**. Hazara University KPK, Manshera.2008-2010

**High School**. B.I.S.E. Abbottabad, Pakistan. 2006-2008

**Secondary School**. B.I.S.E. Abbottabad, Pakistan. 2005-2006

**COMPUTER SKILLS**

* Computer Hardware Knowhow
* SAP HR Master Data (PA 60)
* Human Recourse Information System
* Human Resource Management System
* IPMS Clouds.
* Networking & Troubleshooting Awareness

Microsoft Office Suite (Excel, Word, Power Point)

**COMMUNICATIONS KNOW HOW**

* High degree of **English Language** fluency
* Highly Refined Presentation & Training Skills
* **Electronic:** Email, IM, Outlook Express, online surveys
* **Written:** letters, memos, reports, project proposals, flow charts,
* **Oral:** Experience with groups & individuals, client telecommunications

**Skills**

* Team Player
* Communication Skills
* Negotiation Skills
* Project Management and Change Management Skills
* Strong Business Acumen
* Strong Time Management and Priorities Management Skills
* Analytical and Problem Solving Skills
* Labor Law Knowledge Skills

**Languages**

* English
* Urdu
* Hindko

**Personal Details**

* Date of Birth :16 July 1989
* Marital Status: Unmarried
* Nationality : Pakistani

**I Am.............?**

I am ever ready helping people & troubleshooting for them. I am ready to travel & observe indigenous cultures. I love reading newspapers. I am sports addict. I am a safety conscious driver. I am ready to take planned risks.

**REFERENCES**

Complete list of references and details in support of my resume can be provided upon re

quest.