NUMAN

**E:** **numan-394718@2freemail.com**

**CAREER OBJECTIVE**

Expand leadership responsibilities, improve organizational ability to exceed corporate goals, and help honor all long8term commitments made to customers, stockholders, employees and the communities in which we live.

**ACHIEVEMENTS**

* Developed a **Clientele of 200+ customers** from scratch and achieved an annual revenue of

**$80,000+** for N Recruitment Consulting.

* **Recruited almost 600+ candidates** for our numerous customers on various levels e.g. *C level, Top/Senior Management & Middle Management positions* across Pakistan, UAE & Saudi Arabia through N Recruitment Consulting’s platform.
* Successfully **conducted HiPo programmes** for customers e.g. Engro Corporation Ltd, ICI Pakistan Ltd & Nestle Pakistan Ltd through N Recruitment Consulting.
* Have **trained more than 1000+ participants** at various in8house & open workshops sessions on topics like *Change Management, Time Management, Leadership, Sales, Employee Engagement and Customer Services.*
* Among 22 team members was the **Top Annual Performer** in the HR department at FrieslandCampina Engro Pakistan Ltd.
* Successfully led the **first ever Internship Program** for Engro Foods from 25 Universities across Pakistan.
* **Highest Sales Achiever** for online recruitment product sales at ROZEE.PK and never missed a monthly target in 2.5 years of service.
* Promoted from Business Development Manager to Regional Head of Sales in first 9 months at ROZEE.PK.
* **Top Performer** for online recruitment product sales at Bayt.com.
* Highest achiever in the first and third quarter of Sales and **generated over $50,000** in my 11 months spent at Synergy Computers.
* **Employee of the Month** many times at Phones4u for achieving the highest volume of sales.

**PROFESSIONAL WORK EXPERIENCE**

## Founder & CEO May 2010 – August 2019

Karachi, Pakistan

* Worked as Founder & CEO mainly looking after Executive Search operations for Pakistan, Saudi Arabia, UAE and GCC regions. N Recruitment Consulting is a unique diversified consulting firm with focus on Executive Search Placement and Human Resource Management having multiple Local & International customers.
* Looked after the complete operations of Executive Search & Placement division and also Third Party Contracts, Group Assessment Centers, Talent Mapping, Talent Survey and various HR Projects for our clients.
* Lead a team of 20+ sourcing managers and support them through out the process until the recruitment assignment is completed.
* Act as a business partner to many our Local & International customers and help them in growing the organisation and developing key talent.
* Initiate and Implement talent development strategies including a talent road map, leadership development and HiPo programmes for our customers.
* Facilitate various different industry businesses on how to improve their HR strategy and how to maximize ROI through attracting top talent.
* Consistently coach and develop team members by articulating key expectations, identifying strengths and development needs and providing ongoing support to maximize performance.
* Maintaining a high level of Customer Services standards with our customers so that they are always been taking care off, satisfied and happy with our services and keep coming back for more.

## Manager Talent Acquisition (Supply Chain HR) March 2009 – April 2010

Karachi, Pakistan

* Worked in the HR department and looking after recruitment function for Supply Chain, Sales, Marketing, Finance, HR & Information Systems.
* Involved in strategic planning and preparing yearly recruitment budget. Also involved in doing yearly Manpower Planning.
* Searching, short8listing of candidates, conducting IQ Tests, initial interviews, finalizing candidate offer and handle the recruitment process end8to8end.
* Worked aggressively to meet set targets for the year as per recruitment plan.
* Handled complete salary negotiation and compensation administration.
* Worked actively with members of the Management Committee, General Managers, Managers and Senior Managers at Plant sites.
* Managed various kinds of vendors for design & development, print and give away items.
* Responsible of conducting Internship & Graduate Trainee Programs.
* Was heavily involved in visiting various Universities all over Pakistan to hunt emerging talent passing out every year.
* Responsible for representing Engro Foods at various Career Fairs, HR Conferences & Trainings.
* Responsible for monthly payroll processing on SAP for employees of Supply Chain, HR & Marketing departments.
* Well versed with Company policies and is involved in discussions with Compensation & Benefits Manager for devising new policies for Recruitment.
* Was also part of the SAP implementation team working as SME (Subject Matter Expert) for Recruitment HR module.
* Managed Engro Foods online portal that we use for hiring on basis of my past online recruitment background.

## Regional Head – Sales & Marketing (South) August 2006 – February 2009

Karachi, Pakistan

* Lead Sales Operations in Pakistan for two and a half years (having launched the sales services in August 2006) was heading a team of 30 people primarily involved in business development, corporate sales & marketing and strategic alliances operations.
* On a day8to8day basis I was responsible for Developing & Heading the sales team in establishment of ROZEE.PK services (the concept of online recruitment) in Pakistan. Primarily focusing on getting employers throughout Pakistan to recruit effectively and efficiently using ROZEE.PK's cutting edge technology.
* Major contribution of generating Annual Revenues of over $100,000 with just online advertisement/recruitment business in the first 2 years of operations.
* Met over 800 companies including small medium and large enterprises, throughout Karachi, Lahore & Islamabad and was successful in building a client list of around 200 companies during the course of time.
* Also primarily was involved in sales of online banner advertisements on ROZEE.PK, which includes dealing with online media buying houses, newspapers & corporate companies.
* Continuous recruitment, training and development of human resources as per company policy to further expand the business.
* Played an active role to create and lead in various marketing activities carried out from time to time (including 8 dealing with advertising agencies for radio campaigns, participating in Job Fairs, HR conferences, development of Promotional Material, and dealing with other channel operators to cross promote ROZEE.PK services).

## Relationship Manager July 2005 – July 2006

Karachi, Pakistan

* I used to manage the Sales and Recruitment operations for the Karachi office.
* Looked after the sales of online job postings and database searching facility for the employers, where we search the job seekers, shortlist them & sometimes also screen them for our clients.
* On a day to day basis used to go on meetings to see new clients, give online demonstration of Bayt.com recruitment tools, do a complete sales pitch and suggest them a product that would help them cater their recruitment needs in a cost effective and speedy manner.
* Close as many meetings in Win Sale as I can and increase Bayt.com’s customer base.
* Managed a team of Telemarketers and Customer Care Professionals. It has been a very exciting working at Bayt.com and I also learned a lot about making relationship stronger.

## Account Manager Sales August 2004 – June 2005

Karachi, Pakistan

* Worked for Synergy Computers is information Technology Solution Provider, majorly dealing in Sun Microsystems Servers and Acer Computer Hardware that included Servers, Desktop Computers & Laptops.
* Was a vital part of sales team and was looking after multiple accounts like HBL, NED University and HSBC Bank etc.
* Participated and represented the Company in various tender meetings and won a great number of tenders.
* Was the highest achiever in the first and third quarter of Sales and generated over $50,000 in my 11 months spent at SCL.

## Sales Consultant March 2003 – July 2004

West London, United Kingdom (UK)

* Worked for Phones 4u one of the leading mobile stores in UK. Started my career from this job and was very raw when I entered the field of Sales. I had to memorize a two8page script to actually speak to my customers and do a sales pitch.
* Was a quick learner and on my second day did my first sale of a year’s contract for O2 Network.
* On a day to day basis used to go greet and meet customers who used to walk in the store, ask them what they were looking and sell as many mobile handsets with a post paid connection as I can in a day’s work.
* Awarded the highest achiever of the month multiple times and really enjoyed and discovered my passion for sales.

**EDUCATION**

## Master’s in Software Engineering (MSc) September 2002 – October 2003

**University of Hertfordshire (UH) –** [**www.herts.ac.uk**](http://www.herts.ac.uk/)

Hertfordshire, United Kingdom (UK)

## Bachelor’s in Software Development (BSC Hons) October 1998 – July 2002 University of Huddersfield – [www.hud.ac.uk](http://www.hud.ac.uk/)

Huddersfield, United Kingdom (UK)

## Pakistan Embassy School & High School October 1984 – July 1997

Riyadh, Kingdom of Saudi Arabia

**PERSONAL INFORMATION**

**Date of Birth:** 18 June 1980 **Marital Status:** Married

**No. Years of Experience:** 16+ Years **Children:** Two Daughters & a Son

**Nationality:** Pakistani **Languages:** English/Urdu/Arabic/Hindi **Availability:** Immediately