

**ARBAB**

**Email :** **arbab-394911@2freemail.com**

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| **OBJECTIVE** |

To work in an organization as an integral part of it and accomplish the job assigned in a better way.

I’m looking for a highly challenging and dynamic work environment in which I will be able to enhance my professional skills and would be able to get valuable work experience.

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| **Experience** |

**Recruitment and Administrative Assistant**

**Karachi, Pakistan Aug 2016- Sept 2019**

* Design and implement overall recruiting strategy
* Develop and update job descriptions and job specifications
* Perform job and task analysis to document job requirements and objectives
* Prepare recruitment materials and post jobs to appropriate job portals/company website, social media, etc.
* Source and recruit candidates by using databases, job portals, etc.
* Screen candidates resumes and job applications
* Conduct initial interviews using various reliable recruiting and selection methods to filter candidates
* Assess applicants’ relevant knowledge, skills, soft skills, experience and aptitudes
* Provide analytical and well documented recruiting reports to the rest of the team
* Act as a point of contact and build influential candidate relationships during the selection process
* Maintains employee confidence and protects operations by keeping Human Resource information confidential
* Maintains quality service by following organization standards
* Contributes to team effort by accomplishing related results as needed
* Assisting HR officer and HR manager in all related works
* Coordinate HR projects (meetings, training, surveys etc.) and take minutes
* Deal with employee requests regarding human resources issues, rules, and regulations
* Onboard new employees in order to become fully integrated
* Monitor and apply HR recruiting best practices
* Conduct initial orientation to newly hired employees
* Communicate with public services when necessary
* Creating and distributing documents
* Maintaining calendars of HR management team
* Collaborate with managers to identify future hiring needs
* Act as a consultant to new hires and help them onboard

**Business Development Executive**

**Karachi, Pakistan Apr 2014 - Jul 2016**

* Tele-Callings to the customers and generates lead with evaluating potential customers.
* By cold calls generate the potential leads.
* Fulfill all customer needs by listening customer properly and provide best solutions.
* Follow Sales Strategy properly by data calling, checking eligibility, appointment, documents collection, and application submission.

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| **Education** |

**Master of Business Administration (MBA) 2012-2014**

University of Karachi, Pakistan

**Bachelors of Arts (B.A) 2004-2006**

University of Sindh Jamshoro, Pakistan

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| **Computer Skills** |

* Certificate in Information Technology (CIT)
* Pro-efficient in using Microsoft Office, Internet, Social Media Marketing

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| **Interpersonal skills** |

* Team work spirit & motivation
* Energy enthusiasm and motivation to work hard
* Excellent oral and written communication skills
* Entrepreneurship Skills
* Leadership Qualities

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| **ACCOMPLISHMENTS** |

* First Position in University of Karachi Examination
* Awarded Merit based Scholarships during Bachelors and Masters Studies

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| **Personal information** |

Passport Validity : 28 July 2024

Date of Birth : 1st May 1986

Visa Status : Visit Visa (valid upto January 06, 2020)

Marital Status : Married

Nationality : Pakistan

Languages : English, Urdu, Sindhi

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| **Reference** |

Will be furnished on demand