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**JUNAID**

**MBA (HR) – Headhunter – HR Specialist**

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***Talent recruitment and acquisition professional****with experience developing and executing recruiting plans within both agency and in-house settings. Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement and on-boarding. Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals.*

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**March 2018-Oct 2019**

**Lead Placement Program**

***Company Profile:*** *One of the top business schools of Pakistan who’s Alumni is placed at the top notch organizations local and international job market.*

**Key Deliverables:**

**Job Placements/Career Counseling & Corporate Linkages:**

* Liaison with the corporate sector for placement of students in the top notch companies.
* Conducted interviews of students and prepared them for the job market through mock interviews.
* Did initial short-listing of students for various positions in the corporate sector.
* Organized job placement related events such as Networking Sessions, HR Meetups & Annual Career Fairs.

**Achievements**: Successfully developed strong liaison with 1000+ top notch companies in Pakistan for placement of students. Placed 500+ students on jobs in the first quarter of graduating class of 2018.

Conducted mock interviews of the 1400+ students from the graduating class of 2019, counseled them to prepare for the challenges in the job market.

**March 2015-March 2017**

**HR BUSINESS PARTNER**

***Company Profile:*** *It was established in 2006 and is mandated to give policy advice and services to public and private sector organization in the areas that include Housing & Urban Planning, Urban Transport, Solid Waste Management, Water & Sanitation, Urban Economics & Municipal Finance, Institutional Development, Capacity Building, and Services Delivery Improvement.*

**HR DEVELOPMENT**

* To prepare the organogram and define grading structure.
* To conduct Recruitment & Selection per approved business process in order to ensure merit and transparency.
* To ensure that KPIs and JDs of entire key positions are in place and updated.
* To ensure objective based performance management system and relative compensation structure is in place.
* To ensure implementation of Career Development plan and Succession Planning as per the Company Policy.
* Setting KPI’s for sales and project teams
* Training and counseling the team for achieving targets.

**Achievements**: Recruited 1000+ employees for a 1 Billion $ World Bank project i.e. Punjab Spatial Strategy.

Successfully executed the KPI based performance appraisal of 500 + management staff bi-annually.

Successfully hired the largest GIS team (600+ professionals) of Pakistan, for the projects of Digitization of Railway Lands, Punjab Spatial Strategy (PSS), PCGIP, SOAN Valley and Land Record Management Information System (LRMIS) etc.

**MANAGER RECRUITMENT**

**Company Profile:** *A group of companies has been a leader in the energy and IT sector. We provide a range of products and services to our clients, which include Government Utilities, Independent Power Producers, Industrial Companies, Government and Semi-Government Organizations. Trisoft technology is a product based software house established in 2001 which has successfully developed a semi-conductor testing software tool which is used by major computer chip manufacturing units in the US..*

**Key Deliverables:**

**Recruitment & Selection** - Managing talent and taking overall responsibility for recruitment activity and campaigns.

**Employee Relations** - Managing absence, disciplinary issues, grievances etc. Measure employee satisfaction and identify areas that require improvement.

**Learning & Development** - Providing guidance on development for managers and their teams.

Successfully recruited 200+ electrical engineers for LT Capacitor Installation project in Quetta.

Successfully recruited engineering and management staff for Golan Gol Hydro project in KPK.

Recruited 100+ software engineers for Trisoft Technologies software project.

Implemented the HR Manual and initiated KPI based performance appraisal system in the company.

**Apr 2012-Jan 2013**

**INTERNATIONAL RECRUITMENT LEAD**

**Company Profile:** *Delivers Oil & Gas, Automation & Control and IT Solutions to clients in the Upstream, Midstream, and Downstream sectors on a worldwide basis. With Headquarters in USA it is able to extend its global reach through local operation centers in France, Angola, Nigeria, Saudi Arabia, Pakistan, Kazakhstan, and Indonesia.*

**Role:** To provide leadership to the Recruitment & Selection team for Company’s offshore and onshore engineering projects in Pakistan, Middle East, Asia Pacific, ASEAN, Africa and North America for hiring of sales, onshore and offshore oil rigging staff and recruiting and training sales teams for expansion in the the Middle East, Africa, US, ASEAN regions.

**Headhunting:** Visiting different oil & gas forums and seminars for headhunting and bringing top sales and engineering talent on board.

**Sales Team Development:** Successfully developed sales teams in Africa (Nigeria & Angola), USA, UAE, Europe, China and ASEAN countries. Trained the newly hired sales teams and assigning them targets.

**Achievements:** Filled 300+ project and management positions in first quarter of my hiring. The positions were based in P&L’s based in Angola, Nigeria, KSA, Iraq, Pakistan, China, Russia, USA, Kazakhstan, and Indonesia. Reduced the recruitment process outsourcing cost to zero.

**Feb2008 – Mar2012**

**INTERNATIONAL RECRUITER**

**Company Profile:** *It provides services to clients from US top fortune 500 EPC (Engineering, Procurement & Construction) companies like Bechtel, ETG, Parsons, PESG and Fluor etc.*

**Key Deliverables:**

* Responsible for full recruitment process for Engineering, IT, Big 4, Hospitality and Healthcare background candidates. (Sourcing, Pre-Screening, Interviewing) from the US fortune 500 clients and US Department of Defence (DOD) positions. Developed and implemented recruiting strategies to acquire the best talent.
* Screen out candidates from online job boards e.g. monster.com, CareerBuilder, Jobvertise and LinkedIn.
* Filled 200+ positions within first 3 months of hire, meeting deadline to ensure the on-time, fully staffed grand opening of US Department of Defense positions. Matched the right candidates to the right jobs, won commendations from the plant manager and CEO for recruiting quality human resource.

**EDUCATION:**

**2006-2008 National College of Business Administration & Economics**

Master of Business Administration

Specialization in Human Resource Management (CGPA: 3.13/4.0)

Lahore, Pakistan

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**2003-2005 Institute of Management Sciences**

Bachelor of Business Administration (CGPA: 2.75)

Lahore, Pakistan