**FAZAL**

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| **Objective** | To use my interpretative and quantitative adeptness to pursue career growth and superior results to its excellence by accepting challenges, and effective utilization of professional skills and hard work, for a well reputed organization. |
| **Profile** | A highly qualified and experienced professional with extensive ‘hands on’ expertise combined with wide experience in the set-up, implementation and monitoring of teaching programs. Skilled in all Human Resource Managements/ Administration / Customer Care/ Secretarial roles and functions.  An organizer which allocates and co-ordinates resources, both human and material, to best effect. Articulate and confident, a strong and practiced communicator who uses initiative, time management and confidence in a personal performance role and establishes stable relationships at all levels. Proactive and innovative with in-depth knowledge of market trends and related products.  I am very well presented, organized and approachable with a friendly and patient disposition. A quick learner who quickly adapts to new situations. |
| **Education** | **MBA** (**Human Resource Management**)  **: 2012**  **Specialization Subjects:**   1. Employee Training & Development 2. Benefit and compensation Management 3. Employee recruitment & Selection 4. Leadership & Group Dynamics 5. Production operation Management 6. Marketing Management 7. Banking & Finance |
| **Professional Skills** | **Certification in Fundamentals of** from **ALISON online Studies Ireland**  **Human Resources**  **Basic Development course** from **Pak Qatar Family Takaful Ltd**  **Civil Defense Basic General Course** from **Civil defense Dera Ismail khan Office** |
| **Experiences** | **Hamdani Public School & College, Abbottabad, Pakistan 2012 ~**  **Position: Admin & HR Officer**  **Responsibilities:** Develop and Execute Recruiting Plans  * Work with higher Authorities on [recruiting planning meetings](http://humanresources.about.com/od/recruiting/a/recruiting_plan.htm). * Create [job descriptions](http://humanresources.about.com/od/jobdescriptions/g/job_description.htm). * Lead the creation of a recruiting and interviewing plan for each open position. * Efficiently and effectively fill open positions. * Develop a pool of qualified candidates in advance of need. * Research and recommend new sources for active and passive candidate recruiting. * Build networks to find qualified passive candidates. * Post openings in newspaper advertisements, with professional organizations, and in other position appropriate venues. * Utilize the Internet for recruitment. --Post positions to appropriate Internet sources. --Improve the company website recruiting page to assist in recruiting. --Research new ways of using the Internet for recruitment. * --Use social and professional networking sites to identify and source candidates. * Locate and document where to find ideal candidates. * Communicate with managers and employees regularly to establish rapport, gauge morale, and source new candidate leads. * Create contacts within industry. * Attend local professional meetings and membership development meetings. * Maintain regular contact with possible future candidates.  Coordinate and Implement College Recruiting Initiatives  * Coordinate college recruiting initiatives. * Attend career fairs for recruiting and company recognition. * Develop working relationships within colleges to aid in recruiting. * Give presentations at colleges, attend student group meetings, and increase college awareness of the company before and after career fairs.  Administrative Duties and Record Keeping  * Manage the use of recruiters and headhunters. * Review applicants to evaluate if they meet the position requirements. * Conduct [prescreening interviews](http://humanresources.about.com/cs/recruiting/a/phonescreenform.htm). * Maintain all pertinent applicant and interview data in the [Human Resources Information System (HRIS)](http://humanresources.about.com/od/glossaryh/a/hris.htm). * Assist in performing reference and [background checks](http://humanresources.about.com/od/glossaryb/a/background.htm) for potential employees. * Assist in writing and forwarding rejection letters. * Assist in interviewing and selecting employees onsite. * Assist in preparing and sending offer packages. * Assist in preparing and sending new employee orientation packages. * Perform other special projects as assigned.   **Sungi Development Foundation, Pakistan 2012**  **Position: Hr Internee**  **Responsibilities:**   * Assemble new hire orientation binders * Assemble personnel and benefits files (and maintain these files, and keep them up to date) * File paperwork into confidential personnel and l benefits files * Work with hiring managers and HR to create ‘welcome’ email announcements for new hires * Enter data into spreadsheets or databases * Makes copies of HR paperwork as needed * Participate in HR team and all staff meetings   **NNE (NATIONAL NETWORK OF EDUCATION) 2011**  **Position: Admin &Computer Instructor**  **Responsibilities**  **TYPICAL DUTIES:**   * Develop and present lessons, provide directions to students, follow through by observing and/or recording performance and progress. * Design record sheets for the programs being used. * Duplicate materials needed for lessons. * Maintain record of yearly curriculum. * Maintain disciplined behavior in the Computer Lab, enforcing rules and regulations of the Computer Lab. * Develop incentive/reward systems for work performed in the Computer Lab. * Arrange Computer Lab use schedules on an equitable basis for all classes. * Work with teachers to coordinate computer lessons with classroom lessons whenever possible, informing teachers of available programs. * Identify academic, physical or other problems of students, work with students to improve personal accomplishments and self-esteem, relate problems to teachers. * Provide a brief description of each software program used. * Preview software. * Type routine correspondence for the Computer Lab. * Troubleshoot minor repairs on Computer Lab equipment. * Keep a record of inventory, repairs, etc. * Be "on call" for computer problems in the classrooms. Provide assistance to staff in basic computer operations and in resolving minor computer problems. |
| **Computer**  **Efficiency** | * Human Resource Information System (Designing & Updation) * Microsoft Windows 9X, XP, 2000 Professional * Microsoft Word, * Microsoft Access * Microsoft Excel * Microsoft PowerPoint * Microsoft FrontPage * Full Command on Internet. * Corel Draw * Inpage Urdu * Print Artist |
| **Languages** | * English (Fluent in Speaking/Writing/Reading) * Urdu (Fluent in Speaking/Writing/Reading) * Pashto (Fluent in Speaking/Writing/Reading) * Hindi |
| **Expertise** | * Excellent command of Microsoft Office applications. * Highly competent with all aspects of Internet use. * Excellent skills with the E-mail applications especially. * Proficient in documentation areas * Working in pressure * Managerial Skills |
| **Projects** | * Project on marketing plan of Daewoo Transport System in Pakistan * Research based project on insurance industries in Pakistan * Analyzed HR Policies of Sungi development foundation. * Analysis of Training and Development at Sungi Development Foundation |
| **Special**  **Computer**  **Courses** | * Computer Short Course * Certificate in Computer networking * MS Office Automation, C-Language, E-Commerce |
| **Activities/**  **Interests** | Cricket, Hiking, Reading, Net surfing |
| **National / International Organizational Affiliations** | * Member Comsats Literary society * International Business Club |
| **Workshops/**  **Seminars attended** | * Workshop on English Language at NIML Abbottabad |
| **REFERENCE** | **Will be provided upon the request** |