**FAZAL**

**EMAIL:** **fazal.214239@2freemail.com**

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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
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| **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.
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|  **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
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| **Languages** | * English (Fluent in Speaking/Writing/Reading)
* Urdu (Fluent in Speaking/Writing/Reading)
* Pashto (Fluent in Speaking/Writing/Reading)
* Hindi
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|  **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
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| **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
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| **Special****Computer****Courses** | * Computer Short Course
* Certificate in Computer networking
* MS Office Automation, C-Language, E-Commerce
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| **Activities/****Interests** | Cricket, Hiking, Reading, Net surfing |
| **National / International Organizational Affiliations** | * Member Comsats Literary society
* International Business Club
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| **Workshops/****Seminars attended** | * Workshop on English Language at NIML Abbottabad
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| **REFERENCE** | **Will be provided upon the request**  |