SHEHZAD

Revenue Analysis Social Media Advertising



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|  | **SUMMARY**An Executive MBA graduate from Hazara University, Pakistan having 10 years of Result driven professional with proven business development and management experience in both national and multinational organizations. Accomplished in determining most optimal operational practices, having ability to work in faced paced environment and achieving all objectives and ensuring smooth operations.**OBJECTIVE**To enhance the performance of the company for better output through a disciplined, organized and progressive ways with my sincerity, hard work and |
|  | utmost endeavors in the task entrusted to me. |
| **PERSONAL INFORMATION:** | **EXPERTISE** |
|  | Recruitment & Selection Training & Development Leadership & Group Dynamics |
| **Nationality:** Pakistani | Performance & Compensation Management Job Description Job Specification |
|   | Job Evaluation Organizational Behavior Verbal & Written Communication |
| **Visa Status:** Visit | Project Management Time Management Team Work Hospitality Management |
| **Visa Expiry:** Feb 28,2020 | Negotiation Leadership Public Speaking Critical Thinking Service Management |
| **Date of Birth:** Sep 15, 1983 | **EXPERIENCE****Profile Recruitment – MDR Islamabad 05/2012- 06/ 2019 Position: HR Manager****Duties and Responsibilities performed:*** Maintain records of employee related data (Payroll, personal information, leaves, turnover rates etc.) in both paper and database and ensure all employment requirements are met
* Design and re-design job, Preparing job descriptions for different positions for new comers
* Prepare training material, develop Realistic Job Preview (RJP) for new employees
* Taking care of all recruiting needs - this includes developing and updating job descriptions/requirements, preparing job posts, shortlisting, interviewing and selecting candidates.
* Implement and conduct training programs for all new and current employees.
* Implement and develop policies regarding work conditions, performance management, disciplinary procedures, and absence and vacation management.
* Monitor the wellbeing of all employees, provide counseling and solve conflicts.
* Organize staff events such as annual functions, team-building activities, birthdays etc.
* At all times, encourage and promote a positive working environment.
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| **Marital Status:** Married |
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| **EMAIL:** |
| shehzad-395960@gulfjobseeker.com  |
| **EDUCATION** |
| **MBA (HRM)** |
| CGPA(3.44/4) |
| Hazara university Mansehra, |
| Pakistan (2006-2008) |
| **Bachelor’s in Economics** |
| 2ND Division |
| Hazara university Mansehra, |
| Pakistan (2006) |
| **Intermediate (Computer Science)** |
| 2nd Division |

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| **LANGUAGE****ENGLISH** C1**URDU** C2**PUSHTO** C2**PUNJABI** C1**HINDKO** C1**ARABIC** A1**COMPUTER SKILLS**M.S. EXCELM.S. WORDM.S. POWERPOINT SOFTWARE INSTALATION WINDOWS XP,7,8 & 10 DATA MANAGEMENT**\* ADDITIONAL SKILLS**Conceptual Thinker Time Management Skills Administrative & IT Skills | **Aerosoft Thailand (Pvt.) Ltd, Lahore, Pakistan 01/2009- 02/2012 Position: Admin /HR Manager****Duties and Responsibilities performed:****AS ADMINISTRATOR:*** Manages recruitment of staff in an appropriate and timely manner in co- ordination with the country office.
* Co-ordinate the design, implementation and administration of human resource policies and activities to ensure the availability and effective utilization of human resources for meeting the company's objectives.
* Arrange training activities for the specific job to newly hired employees and to perform well on their job and evaluate their performance through monthly and quarter base performance monitoring system.
* Assist in making JDs for new upcoming positions.
* Assist with all internal and external HR related inquiries or requests.
* Maintain both hard and digital copies of employees' records.
* Assist with the recruitment process by identifying candidates, performing reference checks and issuing employment contracts.
* Assist with performance management procedures.
* Schedule meetings, interviews, HR events and maintain agendas.
* Coordinate training sessions and seminars.
* Perform orientations and update records of new staff.
* Produce and submit reports on general HR activity.
* Assist with payroll and HR projects.
* Support other assigned functions.
* Keep up-to-date with the latest HR trends and best practice.
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| **ADDITIONAL EDUCATION**3 Years Diploma in Mechanical Draughtsman, Telephone Industries of Pakistan, Haripur Hazara.**HOBBIES*** Attending meetings of Management Expertise.
* Reading Newspaper
* Tours & Hiking
* Sports
* Internet browsing.

**REFERENCE**Will be furnished upon request. |