



MUHAMMAD YOUNIS

RECRUITER / SOFTWARE DEVELOPER



PERSONAL DETAIL



FLAT NO.9b,3RD FLOOR UNITED
PLAZA SHAMSBAD MURREE ROAD
RAWALPINDI.



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CAREER OBJECTIVE

Administrative support and professional offering versatile office management skills. Strong planner and problem solver who readily adopts to change, works independently and exceeds the expectations. Able to juggle multiple priorities, meet tight deadline of organizations without compromising quality, abilities in an aggressively and eagerly manner to handle the present and future needs of the organization through dedication and commitment.



WORK EXPERIENCE

MANAGING DIRECTOR

♥ Islamabad, Pakistan

1ST FEB 2023 – To Date

@ EFIX SOLUTIONS (PVT) LTD.

WEB DEVELOPMENT & MARKETING



LANGUAGES: JAVASCRIPT & PYTHON (DJANGO)



HTML/CSS/BootStrap

With over 13 years of dedicated experience in the field of recruiting, I have honed my skills as a seasoned professional with an acute understanding of talent acquisition and human resources. Throughout my career, I have successfully identified, engaged with, and placed exceptional candidates across diverse industries, enriching organizations with top-tier talent that aligns seamlessly with their objectives and culture.

Recognizing the transformative power of technology in modernizing recruitment practices, I have taken the proactive step of embarking on a new learning adventure. By delving into the world of Python programming and web application development, I am equipping myself with cutting-edge tools to enhance my capabilities as a recruiter.

CHIEF EXECUTIVE OFFICER

♥ Islamabad, Pakistan

12 June 2017 – To Date

@ KASHAN RECRUITING AGENCY

RECRUITMENT

Job Responsibilities:

- Managed the branch administrative, financial, legal and other matters.
- Performed Human resource management tasks.
- Facilitated the management and overseas organizations on employee relation and disciplinary issues.
- Formulated strategies to achieve the best HR management targets.
- Integrated Bio Matric Attendance Management System.
- Revised complete HR procedural manual and worked on HR operations Process.
- Implemented effective HR Policies to ensure all practices work in compliance with labor and employment regulation.
- Exposure of meetings with foreign delegations and embassy's staff to hire the right person for the right job through various channels of the advertisements. (Newspapers/Digital Marketing/SEO etc)
- My team and I recruited 1000+ candidates for various clients. M/s BOHAI DRILLING COMPANY IRAQ
M/s. ARAMCO KSA, M/s. AL RAJHI GROUP OF COMPANIES KSA, M/s. BIN LADEN GROUP,
M/S. SAUDI OGER CO. M/s. SHIRKA MANJOOF
M/s. ZAWAYA CONTRACTING RIYADH KSA, M/s. PRINCE WALEED BIN MOSSAD AL SAUD.
- Created a website and database to get large number of applicant using social media.
- Presentations and general briefing to intending emigrants before departure.
- Insurance of Emigrants/Provision of Air Ticket and Contract letter.

- ✦ Managed all redundancy situations including calculations, financial guidance and communications to affected Employees.
- ✦ Provided management different type of reports and managed the Branch offices maintenance and improvements.

● **SENIOR HR EXECUTIVE**

♥ Islamabad, Pakistan

Jan 2011 – To June 2017

@ KASHAN RECRUITING AGENCY.

RECRUITMENT

Job Responsibilities:

- ✦ Liaised with employees, clients, Govt. departments, legal paperwork, banking and other range of queries.
- ✦ Controlled the overall staff matters for best services.
- ✦ Administered employee monthly timesheets, payroll and deductions.
- ✦ Administered employee monthly timesheets, payroll and deductions.
- ✦ Facilitated the management on employee relation and disciplinary issues.
- ✦ Monitored employee attrition absence, compensation, annual leave, over time costs and head counts.
- ✦ Taking care of recruitment process
- ✦ Submission of documents to embassy for endorsement of visa.
- ✦ Briefing of emigrants before departure. Provision of Air Ticket and agreement letter.
- ✦ Assisting to the other employees in daily affairs.
- ✦ Distribution of salaries to working staff.etc.
- ✦ Coordination with foreign mission and foreign HR departments.

● **EXECUTIVE OFFICER** ♥ Islamabad, Pakistan July 2007 – To Dec 2011 At EFU GENERAL INSURANCE

CO. LTD. Accounts Department

Job Responsibilities:

- ✦ Capturing of receipts against cheque/cash received from clients. Preparations of work sheet.
- ✦ Maintenance of company's record comprehensively of premium deposited by Major clients like Bank Alfalah, Ltd. Matracon Pakistan Ltd., Alcatel-Lucent Pakistan Ltd. Orix Leasing Ltd.
- ✦ Make sure accuracy of Bank Reconciliation.
- ✦ Acting upon advices received from head office Karachi.
- ✦ Distribution of payroll to working staff and reimbursement of allowed facilities.
- ✦ Handling of petty cash and preparing vouchers to meet branch expenses.
- ✦ Prepare letters, memos and e-mails in order to respond the organizational needs.
- ✦ Staff's medical insurance and life assurance's record.
- ✦ Arrangements to settling the outstanding premium relating to various clients.
- ✦ Administered employee monthly timesheets, payroll, deductions, provided orientation and trainings to employees.
- ✦ Carried out whole recruitment process for Branch hiring.
- ✦ Monitored the cash and account management.
- ✦ Coordinated with the head office and conducted audits.
- ✦ Built good relationships with clients for quality services and managed the branch administrative, financial, legal and other matters
- ✦ Administered the Branch maintenance and improvements and controlled the stock and purchases matters for best services.

- **Special Deputations in Different Countries:**
SAUDI ARABIA: DUBAI: TURKEY: AZERBAIJAN: UAE:



EDUCATION

- **MBA: Master in Business Administration [2009-2011]**
PRESTON Institute of Management Science and Technology. GPA 3.3/4.0
- B.Com: Bachelor in Commerce (Punjab University Lahore) [2006-2007]**
HI AIMS College of Commerce & Management Sargodha.
- D.Com: Diploma in Commerce (TEVTA) [2003-2004]**
Govt. College of Commerce & Management Sargodha.
- Matric: (Science) [2002]**
Govt. High School Sultanabad Sargodha.



TRAINING

♥ Web Application Developer ♥ Basic First Aid Course ♥ Scuba Diving ♥ Paragliding



SKILLS

Managerial Skills	● ● ● ● ●	Quick Learner	● ● ● ● ●
Communication skills	● ● ● ● ●	Team player	● ● ● ● ●
Hard Working	● ● ● ● ●	MS Office	● ● ● ● ●
Professionalism	● ● ● ● ●		



REFERENCE

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