

SYED MUHAMMAD FARHAT ALI KAZMI

CONTACT

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SOCIAL



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QUALIFICATIONS

**Master Human Resource Management
MHRM**

2018

University of Karachi

**Bachelor of Economics
BA 2015**

Karachi University.

Intermediate

Commerce

HSC 2011

Board of Intermediate Education Karachi

Jinnah Govt College Nazimabad Karachi

Matriculation

Commerce

SSC 2009

Agha Khan Board

Habib Public School

OBJECTIVE STATEMENT

Human Resources Management seeking opportunities in the Company, which provides growth & success to both Organization and individual.

INTERNSHIP / APPRENTICESHIP/ JOB

HRE - Human Resources Exigence | Recruitment Consultant

Feb2019 - Present

Duties & Responsibilities:

- Job analysis
- Sourcing
- Screening, selection and telephonic interviews
- Interview Scheduling
- Pre & Post Interview Clients & Candidates Follow Ups
- Advertisements Drafting

Human Capital HR Solutions | Recruitment Analyst Jun- Sep2018

Duties & Responsibilities:

- Job analysis
- Sourcing
- Screening, selection and telephonic interviews maintaining data bank
- Advertisements Drafting

Husaini Hematology & Oncology Trust | Human Resource Intern

Apr – May 2018

Duties & Responsibilities:

- To complete documentation process of newly hired employees.
- To keep record of job applicants by maintaining CV's database.
- To design HR relevant forms & papers when required.
- To plan a training sessions according to the needs.
- Any other task assigned by Manager.

2W Trades | Call Center Representative

Jan – Mar 2016

Duties & Responsibilities:

- Managing large amounts of inbound and outbound calls in a timely manner
- Following call center "scripts" when handling different topics
- Identifying customers' needs, clarify information, research every issue and providing solutions.

ACHIEVEMENTS/ ACTIVITIES/ PROJECTS

Served as Exhibitor I Career Fair 3.0 organized by Hamdard University under UCCC'18 on 5th September 2018 at Expo Centre Karachi .

Attended 1st Entrepreneurs' Festival Faisalabad organized by University Of Agriculture, Faisalabad-Pakistan. 19th January 2018.

Attended the Wedding Exhibition at Expo Centre Karachi as a facilitator, organized by Occasions (event planners), 17-18 February, 2018.

Performed as logistics in Internship and Job fair held at Department of Public Administration, University of Karachi. 17-18 February 2017

Volunteer in community service project by National Youth Leadership Club held at Dar-ul-sukun.

Attended the Microsoft Excel Workshop organized by the learning and development team of Department of Mass Communication University Of Karachi to improve the IT skills of the class.

Attended one day workshop on 'Economic development and skills' conducted by Department of Economic, University Of Karachi.

Attended INNOVA'14 turning visions into reality at HEJ Auditorium,

University of Karachi organized by Karachi University Business School (KUBS), University of Karachi.

Attended 2Days Media Training Workshop at Arts Auditorium, University of Karachi organized by Department of Mass Communication University Of Karachi.

Attended JOHAR FOUNDATION at Institute of Clinical Psychology, University of Karachi.

Club Al-Saghir Hockey Club | P.E.C.H.S College Sports Coordinator

2011 – 2014

Duties & Responsibilities:

- Organize, develop, and maintain assigned recreational sports programs.
- Coaching and teaching responsibilities
- Planning for team activities.
- Recruit, hire, supervise, train and evaluate students and staff as assigned.

SKILLS

Can communicate clearly and effectively with work colleagues, clients and management.

Thrive in deadline-driven environments.

Capable of establishing and maintaining positive work flow within culturally diverse environment as well. Possess good team-building and leadership skills.

Proactive, determined and able to work across all functions.

PERSONAL PROFILE

Father's Name: S. Mazhar Iqbal Kazmi

Date Of Birthday: 10- DECEMBER- 1993

CNIC: 42101-2023202-7

Marital Status: Single

Religion: Islam

Nationality : Pakistan

REFERENCES

References are available on request.