**Hafiz. Muhammad Waqas Ansari**

H.NO A-101-K,Sector Z-4 Gulshan-e-Maymar,Karachi

Contact#: +92- 0345-2518835,

Email Address: [ansaricareers@hotmail.com](mailto:ansaricareers@hotmail.com)

**PROFILE SUMMARY:**

Enthusiastic and Versatile Human Resource Professional working experience more than 5 years of having Strong focus on Human Resources and Administration. Known as an ambitious, hard-working and ethical individual who goes “above and beyond” to achieve personal and professional objectives.

**PROFESSIONAL EXPERIENCE:**

**Bahria Town Karachi.**

**Designation** HR Business Partner/ AM HR (Recruitment & Selection)

**Tenure:** 29th, Oct, 2018 to date

**Responsibilities:**

* Develop talent acquisition sourcing strategies by using effective technologies, social media, software and networks to meet recruitment objectives.
* To develop and implement talent acquisition strategy to ensure that human resources needs are fulfilled.
* To manage full recruitment and selection process – Hiring Manager briefing, Job advertisements, Sourcing, Screening, Interviews, Assessments, Offer letter, Negotiate Salaries etc.
* Coordinated and discussed with HoDs/GM about their current and future human resource needs.
* Consulting with line management and provide daily HR guidance
* Work closely with management and employees to improve work relationships, build morale and increase productivity and retention
* Provide HR policy guidance, Monitor and report on workforce and succession planning.

**Dreamworld Resort, Hotel & Golf Course.**

**Designation** HR Executive (Recruitment & Selection)

**Tenure:** 25th, Aug, 2017 to 25th Oct, 2018

* Responsible for all end-to-ends HR (Recruitment& Selection)/Admin Operations.
* Prepare HR Forms, Letters (Offer, Appointment, and Promotion. Experience) and Policies.
* Manage recruiting from Job Requisitions by the departments.
* Job posting on job portals and short listing the profile as per requirement.
* Headhunting, identifying and approaching suitable candidates for different level.
* Meet walk-in applicants for the interview.
* Prepare employee Training program and execute the plan with Assistant Manager HR.
* Counseling staff for any issue and resolving grievances.
* Manage recruiting; from Job Requisitions, (For White Collar and Blue Collar positions).
* Maintain employee personal files, Data base HRIS system.
* Prepare and hand over offer letters, appointment letters to the new employees.

**Iqra University**

**Designation:** Examination Officer

**Tenure:** **10th Jan, 2016 to Aug, 2017**

**Responsibilities:**

* To assist Deputy Controller examination in supervision of all examination duties.
* To assist in supervising paper checking/ rechecking. Coordination with different departments of the university
* Co-ordinate the team of invigilators, with the support of the Lead Invigilators, including recruitment, training, management and deployment of invigilation staff.
* Make appropriate timetabling and room arrangements for the above and ensuring proper examination invigilation of the examinations is put in place.

**Aziz Sons Textile**

**Designation:** Executive Officer, **(**Admin/ HR Department**)**

**Tenure:** Aug, 2012 to Dec 2014

**Responsibilities:**

* Responsible for providing support in the various human resource/Administrative functions, which include recruitment, staffing, Type correspondence, reports and other documents.
* Recruitment and Selection of staff including developing job descriptions, preparing job adverts, checking application forms, short listing, interviewing and selecting candidates.
* Maintain employees’ database record (documentation).
* Planning and assist to organize staff internal and external training, sessions, orientation and induction for new staff.

**Ashrafi Food Industry**

**Tenure:** 10th Jan 2009 to 30th May 2012

**Designation:** Executive Assistant to CEO (Admin/ HR Department)

**Responsibilities:**

* Provide administrative/ HR and business support to the CEO of Ashrafi food industry and support director HR/Admin marketing.
* Maintain office files Maintain confidential records and files.
* Maintains executive's appointment schedule by planning and scheduling meetings, conferences, and expo’s and travel.
* Welcomes guests and customers by greeting them, in person or on the telephone, answering or directing inquiries.
* Maintains customer confidence and protects operations by keeping information confidential.

**Kay Competencies & Skills:**

* Time management skills,business communication skills
* Organizational skills,Decision making skills, Problem solving skills
* Teamwork skills,Good command on MS Office
* Good business sense and professional manners, excellent working team player.
* Leads at front foot, ability to assume and delegate responsibility.
* Can identify & resolve problem with proactive attitude

**Activities & Certification**

* External Member British Council as examination staff of O & A, level, ACCA, IELTS and other professional exam. Worked in ICMAP as an external invigilator.
* Worked in expo exhibition in Pakistan held by Ministry of Commerce with Pegasus consultancy ltd in 2008 as a GRO.
* In 2012 worked with expo Pakistan with TDAP as DEPUTY TEAM LEADER

**Education:**

* Master (HR ) Karachi University 2016
* Graduation Karachi University 2012
* Intermediate Board of Karachi 2008
* Matric Public School Sir Syed Town 2004
* Hafiz-e-Quran

**Personal Detail**

* Father’s Name: Sohail Anjum
* D.O.B: 15th June 1986
* Marital Status: Married
* N.I.C: 42101-9487515-1
* Residential Address: House # A-101-K Sector – Z-4 Gulshan-e-Maymar, Karachi

**Reference:**

Reference will be furnished upon request