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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Farjad Ahmed | | | | | | | | | | |
|  | | | | | | | | | | |
| *Date of Birth :* | 13 | - | Dec | | - | 1997 | *Age:* | 21 | years | |
| *Address:* | H. No. 885, Sector – 15-A/1, Bufferzone, Karachi – Pakistan. | | | | | | | | | |
| *Contact:* | (92) | | | 3085770752 | | | |  | |  |
| *Email(s):* | ifarjadahmed@gmail.com. | | | | | | | | | |

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| **Objective:** | To actively contribute towards the growth of dynamic organization by using my knowledge, acquiring new skills and gaining experience through hard working and dedication. |

**Work Experience**

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| **Organization :** | **Agile HR Consulting** |
| Organization Type : | HR Consulting |
| Designation : | Associate Recruitment Consultant |
| Tenure : | October 2018 – February 2019 |
| Location : | Karachi, Pakistan |
| Area(s) of Experience : | Human Resource |
| Reporting to : | Recruitment Consultant |
| Responsibility : | \* Responsible for conducting Executive Search & Placement. \* Screening and shortlisting candidates after evaluating their job applications against the job requirements. \* Headhunting for mid-senior level positions by sourcing candidates. \* Design job Ads of different positions and posting it on our job board and other portals. \* Sourcing profiles by advertising jobs on our job board, cold calls, referrals, portals, social networking, and also by directly reaching out to potential candidates. \* Arranging and conducting interviews against required positions and developing reviews based on sound judgments on suitability for the required role/ organization. \* Develop effective relationship with candidates to attract and retain key talent. \* Maintaining and updating function-wise consolidated database of the candidates with their current status. \* Liaise with the client and candidate in scheduling the interviews. \* Building relationship with clients. \* Have a sound knowledge of client companies, their industry, and their culture and environment. |
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| **Organization :** | **Al-Habib Marketing** |
| Organization Type : | Distribution of Eastern Products (pvt) ltd. & Medicam Group of Companies |
| Designation : | Finance Executive |
| Tenure : | September 2016 – January 2018 |
| Location : | Karachi, Pakistan |
| Area(s) of Experience : | Finance & Accounting |
| Reporting to : | Manager |
| Responsibility : | Financial Operations, Payroll, Bank Reconciliation, Finalization of Accounts, Preparation of Periodical Reports including Annual Report |
| Brief Job Description : | * Tracking Daily Sales; * Recording all cash activity on a daily basis * Check statements for any missing purchase invoices and credit notes * Processing Information for monthly stock take when warehouse count is finished * Employee Payroll; * Inventory Control and Management * Management Reporting * Monitoring invoicing, payment and recovery |

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| **Organization :** | **H M & Company** |
| Organization Type : | Distribution of Kolson (pvt) ltd. & Medicam Group of Companies |
| Designation : | Accounts Officer |
| Tenure : | October 2015 – August 2016 |
| Location : | Karachi, Pakistan |
| Area(s) of Experience : | Finance & Accounting |
| Reporting to : | Assistant Manager |
| Brief Job Description : | * Tracking Daily Sales; * Preparation of Daily Sales Report * Recording all cash activity on a daily basis * Responsible for daily Cash/ Cheques deposit in bank. * Employee Payroll * Inventory Control and Management * Management Reporting * Monitoring invoicing, payment and recovery |
|  |  |

**Professional Certification & Academic Education**

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| --- | --- | --- | --- | --- |
| **Sr.** | **Certification / Degree** | Institution / University | **Specialization / Major** | **Passing Year** |
| 1 | CMA | ICMAP | Management Accounting | In Progress |
| 2 | B.Com | University of Karachi | Commerce | Expected June 2019 |
| 3 | F.Sc | AKU-EB | Engineering | 2015 |
| 4 | SSC | AKU-EB | Biology | 2013 |

**Computer Skills and Other Abilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Skills & Abilities** | **Proficiency Level** | **Last Used / Practiced** |
| 1 | Word Processing | Excellent | Currently Using |
| 2 | Soft Presentation | Excellent | Currently Using |
| 3 | Outlook Express | Above Average | Currently Using |
| 4 | Spread Sheet | Excellent | Currently Using |
| 5 | System Designing | Excellent | Currently Using |

**Social Membership & Co-curricular / Leisure Activities**

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| --- | --- |
| **Sr.** | Description of Activities |
| 1 | Reading Books |
| 2 | Cricket |
| 3 | Internet Browsing |

**Personal Information**

|  |  |
| --- | --- |
| Father’s Name : | Mohammad Rashid |
| Marital Status : | Single |
| CNIC No. : | 42101-9067440-1 |
| Religion : | Islam |
| Language Competency : | English, Urdu |

**References**

To be furnished upon request.