

# Syed Muhammad Farrukh Hammad | MBA (HR/S.C.M.)

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Address : D-12, District Council Society, Model Colony, Malir, Karachi.

Nationality : Pakistani

Marital Status : Married



## ACADEMIC SPECTRUM

**M.B.A : Year- 2015**

Major : HR & Supply Chain Management

Indus University Karachi Pakistan

**Graduation : Year- 2009**

Major : Math, Statistics, Economics,

University of Karachi-Pakistan

## DIPLOMA & PROFESSIONAL QUALIFICATION

**DIPLOMA : Year- 2011-2012**

Major : HRM

P.I.M.S. ISLAMABAD -Pakistan

**DIPLOMA : Year-2004 - 2005**

Major : Graphic Designer

Virtual Institute of Technology

Karachi - PAKISTAN

**DIPLOMA : Year-2002 - 2003**

Major : Information Technology

Academy of Business Computer, Karachi

PAKISTAN

**DIPLOMA : Year-2000 - 2001**

Major : Computer Hardware

A.M.C.B, Institute Karachi PAKISTAN

## **SYNOPSIS AND OBJECTIVE**

A highly motivated, adaptable and responsible MBA Professional seeking a good position where the spirits, determinations & enthusiasms of certain magnitude existing with each layer of my entity could be utilized to prove my professional capabilities, which are ready to play a vital role with keys to success in achieving the most targeted objectives of your professional regime.

### Specialization

- ☐ HR Recruitment & Selection
- ☐ Procurement & Logistic Management

## **DETAILED WORK HISTORY**

**HR Executive / Generalist : (May 2013 - Present)**  
**Company : Pakistan Army (N.L.C.)**  
**Nature of Business : Monitoring, Logistic,**

[www.nlc.com.pk](http://www.nlc.com.pk)

### RESPONSIBILITIES

- Recruitment & Selection
- Planning and development in order to achieve recruitment target.
- Employee Relationship Management.
- Team management.
- Promotion of new ideas, planning and organizing of event for employee engagement, motivation.
- Employee Grievance Management.
- Reviewing policies and renewing it on need basis.
- Employee's referrals Management.

**Customer Relation Officer : (July 2012- April 2013)**  
**Company : Liaquat National Hospital**  
**Nature of Business : Medical & Health Department.**

[www.lnh.edu.pk](http://www.lnh.edu.pk)

### RESPONSIBILITIES

- Manage Customer arrivals to maximize relationship building opportunities,
- Improving the overall customer relationship, delivering reliable administrative support and customer service,
- Acknowledging customers promptly and treating them in a courteous manner.
- Finding out what information, products or services the customer requires to meet his needs, providing clear, accurate and relevant information.

## COMPUTER SKILLS

- Good at MS Office
- Well versed in making presentation
- Sound knowledge in computer software and hardware
- Sound concepts clarifications in Graphics (Photoshop, Freehand)  
Experience in computer hardware and trouble shooting
- Good command in graphic Writing different topics articles, poetry, Reading and writing Poetry
- Playing & watching Cricket, surfing Internet
- Always like productive conversation and as well try to do.

## LANGUAGES

**URDU** : (Mother Tongue)  
Spoken : Fluent  
Written : Proficient

**ENGLISH**  
Spoken : Fluent  
Written : Proficient

**PUNJABI**  
Spoken : Proficient  
Written : Conversant

## EXTRA CURRICULAR

### ACTIVITIES

- Reading Books,
- Playing & watching Cricket, Chess
- Always like productive conversation and as well try to do so.

## PERSONAL DETAIL

- S/O : Syed. Saeed.Ahmed Nadeem
- DOB : March 03, 1982
- Marital Status :Married
- N.I.C No : 42201-5549970-9
- Cell :+92-333-2348802
- Email :farrukhammad@yahoo.com
- Address: D-12, District Council Society, Model Colony, Malir, Karachi.

**Jr. Admin Officer** : (Mar 2011 – July 2012)  
**Company** : E.B.M. (Premier Distribution)  
**Nature of Business** : Distribution  
[www.premiergroup.com.pk](http://www.premiergroup.com.pk)

### RESPONSIBILITIES

- Perform responsible professional / administrative work coordination functions and execution, tasks within Human Resources.
- Provide administrative support in the preparation of correspondence, reports, schedules Confidential material and various employee issues.
- Handel the execution of HR tasks providing administrative support to HR Manager.

### DETAILED WORK HISTORY

**Admin Officer** : (Nov 2009 – Mar 2011)  
**Company** : Pakistan Customs, F.B.R  
**Nature of Business** : Taxes & Revenue collection.

[www.cbr.gov.pk](http://www.cbr.gov.pk)

### RESPONSIBILITIES

- Maintain office supplies, coordinate deliveries and prepare expenses for approval of Management for submission in finance.
- Maintain routine items ensure timey purchase and invoice preparation & Verify Payment for other admin related project activities.
- Manage Documents, storage and scrutiny of bills and their
- Verification. Keep a proper record.

### MAJOR PROJECTS

<u>NATO &amp; ISAF MOVEMENT -</u>	UNDER:	PAK ARMY
<u>TAXES AND REVENUE REBAIT</u>	UNDER:	F.B.R. Pakistan Customs

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