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| **AFAQUE AHMED**  **ADDRESS CONTACT Field of Specialization**  Flat # 408 Gulshan-e-Shamim CELL: 92-345-8694789 Human Resources  Commercial II, Block – 8 EMAIL: [afaq\_ahmed90@hotmail.com](mailto:afaq_ahmed90@hotmail.com) Skype:afaqahmed.125  Yaseen Abad CNIC NO: 42101-2312849-5  Karachi. | 00976.jpg |

**PERSONAL STATEMENT**: I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I have a great eye for detail. I am eager to learn, I enjoy overcoming challenges, and I have a genuine interest in Human Resource Management.

**OBJECTIVE**: To play an effective and challenging role in organization development and believe in making long term and everlasting relationship.

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| **ACADEMIC QUALIFICATION** |

**DEGREE** **YEAR** **INSTITUTION** **Percentage/Grade**

MPA 2013 University of Karachi 73.19% /A

B.COM 2010 University of Karachi 59.59% / B

INTERMEDIATE 2008 Govt. Degree Science And Commerce

College of Gulshan-e-Iqbal 70% /A

MATRICULATION 2006 Cantab Grammar School, Karachi 78.18% /A

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| **work experience** |



* Joined Tuwairqi Steel Mills Ltd. as Management Trainee HR from 22nd Apr, 2014 – 21st Oct, 2014.
* Working as an Assistant Manager HR from 22nd October, 2014 – to date.

(Report to ***In-charge HR – HO*** andin his absence to ***Head of HR***).

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| **JOB RESPONSIBILITIES** |

**Recruitment & Selection:**

* Human Resources Planning.
* Job Evaluation.
* Posting of vacancies (Social Media & Newspaper).
* Maintaining CV database on daily basis.
* Short listing CVs for vacant positions.
* Scheduling interviews in coordination with concern HODs.
* Take part in initial interviews.
* Recommend candidate for panel interviews and shadow it.
* Preparation of final interview datasheets.

**Induction:**

* Supervising in preparation & updation of personnel files.
* Updating employee records in TIS / HCM.
* Intimation email to concerned HODs about new inductee.
* Issuance of appointment letter.
* Issuance of bank account opening letter.
* Orientation.

**Compensation & Benefits:**

* Entitlement of Company’s benefits (conveyance allowance, car, driver, petrol, mobile, SIM with balance, and others) as per their cadres / ranks.
* Maintain record of employees’ health insurance & life insurance and deal accordingly with the insurance provider Company if needed.
* Working on payroll initially.
* Updation of pay structure when required.

**Performance Management:**

* Circulation of performance evaluation form to concerned HODs for confirmation / extension in training / probation.
* Make approval based on HODs recommendation to Country Head / Director Projects.
* Issuance of confirmation / extension letters.
* Circulation of performance appraisal forms ranks / cadres wise to concerned HODs.
* Summarize all evaluations and send feedback to Country Head / Director Projects.
* Preparation & issuance of promotions / increments / relegations letters and intimate concerned departments.
* Contract renewals / end of contract of contractual employees.

**Employee Separation:**

* Schedule & take exit interviews – ask for their grievances in order to modify work environment, policies and practices (if required).
* Making approval of resignation / termination.
* Intimation email to relevant departments.
* Handling the process of final settlements.
* Issuance of acceptance of resignation, termination and experience letters.

**Others:**

* Grievance handling.
* Preparing different inter office orders / letters like transfer letter, appreciation letter, show cause notice, letter of censure and notice of payment etc.
* Intra-departmental and outside correspondence.
* Updating organograms & extractions periodically.
* Updation of HR policies and SOPs for QMS.
* Actively participating in layoff exercise (preparing initial list of employees for different phases, preparing & issuance of earned leave letter first then layoff letter with final settlement).

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| **term reports / project / special assignments** |

* Case Study of E-Recruitment and its Impact on the Potential job Seekers.
* Project report on employee performance of Bank Al-Habib Ltd (Karachi).
* Researched on entrepreneurship as an assignment.

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| **achievements** |

* Achieved SUMITOMO Cooperation Asia PVT Ltd. (Merit based scholarship).
* Achieved MITSUBISHI Cooperation. (Merit based scholarship).
* Achieved CANADIAN ALUMINI of University of Karachi (Merit based scholarship).

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| **certificates** |

* Worked as General Sectary on National Youth Parliament of Pakistan. (2012)
* Arranged and participated different seminars and workshops of (Human Resource)
* Organized a workshop “How to be a Good Interviewee.”

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| **SKILLS** |

* MS Office and MS Visio.
* Leadership qualities and skills.
* Good Interpersonal Skills.

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| **Reference** |

* Will be furnished upon request.