# C:\Users\sajid\Desktop\sajid documents\1911893_367299653408962_1261711315_n.jpgIMRAN UL HAQ

**Contact No**:92**3466085589/923439471749**

E-mail:[imranulhaq358@gmail.com](mailto:imranulhaq358@gmail.com)

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**Career Objective:**

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To work with the team of professionals in a well-reputed organization having sound foundation, where I could utilize my education and skills as well as career growth and provide me the platform for becoming a well-recognized professional.

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**Professional Experience:**

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| **1. Organization AL-Ahad Techno Associates (Pvt.) Ltd Gilgit.**  **Duration** **December, 2014 to October 15 , 2015**  **Designation HR Officer**  **Key responsibilities include:**   * Prepare advertisements for vacant staff positions. * Schedule and organize interviews. * Participate in applicant interviews. * Prepare, develop and implement procedures and policies on staff recruitment * Provide staff orientations. * Monitor staff performance and attendance activities. * Organize staff training sessions, workshops and activities.   2. **Organization Agha khan Rural Support Programme.**  **Duration Jan 1, 2015 to March 31, 2015**  **Designation internee HR**  **Key responsibilities.**   * **Supported HR Director during recruitment and selection** * **Supported HR Director during training development.** * **Kept employees personal file records.**        1. **Organization AFAQ (Association for Academic Quality) Gilgit.**   **Duration March1, 2010 to March, 2012**  **Designation Admin Officer (HR)**  **Key responsibilities include:**   * Conduct trainings and organized them. * Employee record and files maintained. * Handle the official wok and maintenance of documents. * Ensure team work in the organizational obligations.   **International Visit:**  An exposure visit to Dubai (UAE) for one month. |

**ACADEMIC DETAILS:**

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| MBA (HR) | KIU Gilgit-Baltistan | 2010-2013 | 3.04CGPA |
| BA | KIU Gilgit-Baltistan | 2009 | 2nd |
| Intermediate | KIU Gilgit-Baltistan | 2007 | 2nd |
| Matriculation | FBISEIslamabad | 2003 | 2nd |

**Computer Skills:**

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| MS Word (Good) |
| MS Power Point (Good) |
| MS Excel (Good) |
| Email handling and web surfing(Good) |

**Languages**

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| Urdu (Excellent) |
| English (Good) |

**Personal Particulars:**

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| **Passport No** | GF1227291 |
| **Gender** | Male |
| **Marital Status** | Single |
| Father’s Name | Muhammad Naib Khan |
| Domicile | Astore, G-B(Pakistan) |
| **Permanent Address** | Post and Village Bunji District Astore G-B |

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**References:**

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* References will be furnished on demand