# DSC_0650MUHAMMAD FAIZAN KHAN

## My objective is to develop a career in the field of *Human Resource Management* by seeking a challenging position in a prestigious organization with an aim to contribute positively to the objectives of the organization to the best of my capabilities, to enhance ethical standards and to develop my professional growth within the organization.

## Contact Information

Residential Address:

Contact – Landline:

Mobile:

Email:

# 933/C Canal View Hosing Society, Lahore 54000

# +92-42-34660928

# +92-300-2736943

# faizankhan32@gmail.com, faizan.khan@abacus-global.com

## Professional Summary

Professional Status: **Currently working with one of the leading consultancy** **of Pakistan**

Qualification Status:

**BBA (HONS): HRM - Bahria University of Management Sciences**   
**CGPA: 3.21**

## Professional Experience

* **C:\Users\aakbar\Desktop\sanofi.pngJun 2015 – Till Date**

**ABACUS CONSULTING ITS-BPO**

**HR RECRUITMENT LEAD**

**Responsibilities Included:**

* Initiate and participate in variety of recruitment activities so that the organization’s recruitment process is efficient, effective and equitable.
* Ensure that all open positions are closed as per the pre decided timelines.
* Prepare internal and external job advertisements, web postings, specifications for external recruitment agencies and other materials in accordance with the organization’s recruitment standards.
* Respond to enquiries from candidates, managers and external recruitment agencies about the organization’s recruitment activities and about the status of job vacancies so that interested parties are kept informed without compromising the organization’s standards of privacy and confidentiality.
* Contact candidates, arrange interview times and develop appropriate interview questions in collaboration with the concerned campaign’s project manager so that interviews are conducted efficiently and equitably.
* Interview, test, rank, check references, select candidates and provide feedback to unsuccessful candidates based on the job’s pre-established selection criteria and the organization’s recruitment policies.
* Conduct employee orientation/introduction, so that new employees are quickly integrated into the organization.
* Assist HR-Manager in defining performance standards, criteria and evaluation.
* Ensure the availability JD’s for all bench mark positions.
* Maintain all training records and calendars
* Conduct training needs analysis for all bench mark positions
* Ensure, maintenance of all employee records and files
* Coordinate with finance department to reduce discrepant salary issues.
* Assist HR-Manager in processing monthly salaries
* Represent the organization at job fairs and other recruitment venues so that potential candidates have an opportunity to learn about the organization and its recruitment activities.
* **C:\Users\aakbar\Desktop\sanofi.pngDEC 2014 – MAY 2015**

**ABACUS CONSULTING ITS-BPO**

**HR OFFICER**

**Responsibilities Included:**

* Assist HR Recruitment Team in recruiting staff, preparing advertisements, checking application forms, short listing, interviewing and selecting candidates
* Conduct Interviews up to CRO level on the basis of Customer Services Profile
* Conduct reference check up to CRO level
* Ensure that employee files and related documents are complete and tagged as per the process
* Maintain file tracking sheet Hiring Sheet for each moth
* Maintain employment records, which includes accession list, head count and confirmation reports.
* Process employment contracts, undertaking of confidentiality, confirmation letters, termination and resignation letters as per the instructions from HR Lead
* Assist T&D Team in maintaining training calendars
* **SEP 2014 – NOV 2014**

**A.F. FERGUSON (a member firm of PwC network)**

**INTERNEE IN HR ADVISORY & SUSTAINIBILITY – INTERNSHIP**

**Responsibilities Included:**

* CV Screening as per the job
* Coordination with clients and candidates
* Scheduling and conducting telephonic interviews of shortlisted candidates
* Developing and maintaining talent data base
* Posting vacant positions appropriately by drafting and placing advertisement in a wide range of social media
* **C:\Users\aakbar\Desktop\sanofi.pngJUN 2013 – AUG 2013**

**HABIB BANK LIMITED**

**INTERNEE IN RETAIL BANKING- INTERNSHIP**

**Responsibilities Included:**

* Streamlining the Branch hierarchy (Dastagir Colony Branch)
* Documenting and reviewing the account opening procedure against best practices
* Documenting and reviewing the Process of cheques clearing and data entry against best practices

**Other Assignments:**

* Preparing and presenting a Research Report on the **banking needs of different professionals**
* Identifying and analyzing the gap between the perceived and actual needs of the customer
* Identifying and analyzing the factors that determines the loyalty of the customers

## Professional & Academic Education

* **Bachelors in Business Administration   
  June 2014**

Bahria University of Management Sciences

Major(s) – **Human Resource Management**CGPA – 3.21

* **GCE O’ Levels – Aug 2007**

The Educational Center

Major(s) – **Accounts, Economics, Business Studies**

* **GCE A’ Levels – Aug 2009**

The City School

Major(s) – **Accounts, Economics, Mathematics**

## IT Skills & Other Professional Accomplishments

* Strong command on **MS Office**
* Excellent presentation skills
* Strong command on **SPSS**
* Successfully selected in summer internship **AIESEC 2012**
* Attended workshop of **Office 365**
* Develop a profile of customer services on the basis of which hiring process was revamped
* Introduced **Psychometric testing** in recruitment process

## Co-curricular / Leisure Activities

* Gymnasium
* Lawn Tennis, Cricket
* Console Gaming

## References

Would be furnished upon request.

## Personal Information

Father’s Name : Muhammad Saleem Khan Zai

C.N.I.C # : 42201-7646245-9

Marital Status : Single

Language Competency : Urdu, English

Religion : Islam