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| --- | --- | --- | --- | --- | --- |
| **MUHAMMAD RAHEEL SHEIKH** | | | | | |
| https://daks2k3a4ib2z.cloudfront.net/54d1e2cea59e05340ae1e794/54d88623e83f58fe18e7a86f_Icon-home.pngK3, Phase 2, Shadman Town 1, North Nazimabad, Karachi-75850 | | | | | | | |
| http://2.bp.blogspot.com/-p9PClkIwf5k/TecB9z9X6yI/AAAAAAAABDI/2oY6dV1aJKk/s1600/art+2+image.jpg+92-345-1973397 | http://www.open.ac.uk/employers/sites/www.open.ac.uk.employers/files/images/phone-icon.png+92-21-36947185 | |
| mrspk@outlook.com | | |
| Date of birth: 13-08-1992 | | Nationality: Pakistani | | CNIC: 42101-1719949-1 | | |
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| **CAREER OBJECIVE** | | | | | | | | |
|  | | | | | | | | |
| Seeking a challenging career with a progressive organization that provides an opportunity to capitalize my skills & abilities in the field of Human Resource management. | | | | | | | | |
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| **ACADEMIC CREDENTIALS** | | | | | | | | |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Degree Title** | **Specialization** | **Institute** | **Passing year** | **Result** | | MPA | HRM | University of Karachi | 2015 | 70% | | BPA Hons. | Public Administration | University of Karachi | 2014 | 66% | | Intermediate | Science | D J Sindh Govt. College | 2010 | 74% | | Matriculation | science | Metropolis Academy | 2008 | 85% | | | | | | | | | |
|  | | | | | | | | |
| **INTERNSHIPS/ EXPERIENCE** | | | | | | | | |
| |  |  |  | | --- | --- | --- | | **Organization** | **Department/ Division** | **Position & Job Description** | |  |  |  | | **KPMG**  (6 Weeks) | HR Department/ Recruitment Division | Worked as an HR Intern.  Assisted HR Manager in the Recruitment process. Collected applications, matched the applications with the criteria, called applicants for interview and made primary arrangements for the interview of the applicants. | | | | | | | | | |
|  | | | | | | | | |
| **SKILLS/ CERTIFICATIONS** | | | | | | | | |
|  | | | | | | | | |
| * Formal Letter Writing * Strong communication and Interpersonal skills | | | | | * MS Office Proficient * Proficient in English speaking and writing * HR Compensation and Benefits | | | |
|  | | | | | | | | |
| **ASSIGNMENTS/ PROJECTS/ RESEARCH REPORTS** | | | | | | | | |
|  | | | | | | | | |
| * Wrote assignment on MBO * Wrote assignment on TQM * Organized workshop on Speech Anxiety * Organized workshop on Controlling Emotions at workplace | | | | | * Wrote assignment on Succession planning * Prepared a research report on Impact of motivation on employee retention * Prepared a research report on Impact of diversification at workplace | | | |
|  | | | | | | | | |
| **ACTIVITIES/ EVENTS** | | | | | | | | |
|  | | | | | | | | |
| * Volunteering * Organized departmental Elections, Picnics and sports events * Participated as an Organizer in Expo Family Festival 2015 | | | | | * Compiled Graduate Directory 2015 * Attended seminar on Compensation and Benefits * Attended Workshop on Professional grooming | | | |

