Dear Ikramullah,  
Thank you for completing the English Level Test at [www.examenglish.com/leveltest](http://www.examenglish.com/leveltest)  
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Ikramullah Soomro



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Email: soomrodeuty@gmail.om**|**Cell No: +92 333 7261996**|**skype: soomroikram1

Experienced and Result Oriented Manager with 20 plus year of demonstrated

Success in HR and operations in

* Strategic Human Resources Planning
* High Performing Talent Acquisition
* Training Development & Facilitation
* Change Management & Reengineering
* Performance evaluation
* Capacity Development
* Benefits
* Training & Development

**PROFESSIONAL/ACADEMIC QUALIFICATION**

* 2017 Post Graduate Diploma in HRM from OMNI Academy, Karachi **A Grade**
* B.E Computer Systems, Mehran University of Engineering & Technology Jamshoro, **A Grade**
* 1984 - Higher Secondary School Certificate (HSC), BISE Sukkur, **A Grade**
* 1982 - Secondary School Certificate (S.S.C.), BISE Sukkur, **A Grade**

**KEY COMPETENCES**

* Twice qualified Central Superior Services (CSS) Examinations for key posts.
* Communication, Organization, Multi-tasking, Conflict Management and Problem Solving,
* Change Management, Ethics and critical Thinking, MS office, Excel, Oracle.
* Free lancing writing articles and letter to the editor in daily dawn Pakistan.
* Command over written and spoken English language.

**EMPLOYMENT HISTORY**

03/2012 – Present

**Company**

Education department Governmenet of Sindh, Pakistan

**Deputy Director HR & Tranining**

* Streamlined sourcing of 60+ employees at various levels in 5 month period; tasks included advertising for positions, application screening, providing assistance in testing, defining selection criteria, and organising assessment tests and interviews Responsible for a comprehensive employee personnel records system for all employees, regardless of category of employment, including employee physicals and medical files, insurance/benefit forms
* Recommends, evaluates and administers human resource policies and Standard Operation procedures for all department
* Assists with administration of the classification and compensation plan, including updating job descriptions, classifying and reclassifying positions and conducting salary surveys.
* Assists the Director in coordinating, developing and presenting human resource related training programs to management and employees; creates and maintains detailed spread sheets used to track personnel data
* Coordinates and develops employee health and wellness programs while managing budget assigned to program; ensures all programs are equally accessible to all employee
* Responsible for the department’s annual operating budget and purchasing activities to include research, development, preparation and monitoring.
* Support organizational development in areas like talent acquisition, succession planning, workforce development, key employee retention, diversity, organizational design
* Perform Biometric operations on employee data and remove employee’s grievances by uploading various changes.
* Allot vehicles and devices to employees as per demand in consultation with line managers.
* Setting compensation structures and evaluating competitive pay practices.

02/2002 – 03/2012

**Company**

Education department Governmenet of Sindh, Pakistan

**District Officer-MIS & Planning**

* Maintain and Update Bio- metric system containing data of all employees.
* Check the attendance reports of all employees on daily basis; update Personnel Id of employees on transfer from one office to another,
* Maintaining Managing information system and oversee Data collection, Data feeding and data processing cycle.
* Develop and monitor programs for training of data collectors to collect business data from different units.
* Ensure reception of emolument for all Supervisors and data collectors.
* Develop Mechanism to disseminate data to all relevant stake holders for policy and decision-making.
* Undertake man power Planning and re-designate and reposting / of staff if necessary for the purpose of efficiency and productive output.
* Monitoring and evaluation of performance of staff working in different business units and recommend appropriate course of action.
* Processing the applications for infrastructural repairs, re-construction and lacking facilities of business units spread across entire district.
* Organized IT and other Training Program for all officials and officers of the district to update skills of officials and development of executives. . .
* Coordinate with other offices, units for smooth implementation of assignments and recommend solutions to the issue and bottlenecks.
* Monitor Accounts and Audit matters and undertake internal audit for the maintenance of Cash book and other registers etc.

1994– 02/2002

**Company**

Education department Governmenet of Sindh, Pakistan

**Programm Officer**

* + Map out annual training plans for management, HR, customer support and more
  + Design and develop training programs (outsourced and/or in-house)
  + Select appropriate training methods or activities (e.g. simulations, mentoring, on-the-job training, and professional development classes)
  + Market available training to employees and provide necessary information about sessions
  + Conduct organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed
  + Use known education principles and stay up-to-date on new training methods and techniques
  + Design, prepare and order educational aids and materials
  + Assess instructional effectiveness and determine the impact of training on employee skills and KPIs
  + Gather feedback from trainers and trainees after each educational session
* . Manage and maintain in-house training facilities and equipment.
  + Collaborating with donor agencies and development partners for different activities of stipend program, programs for female students to encourage more enrollment in the school

Languages: English, Arabic,Urdu and Sindhi (Native)