

Saddam Hussain

OBJECTIVE

To work in dynamic, challenging, progressive and professional skills oriented environment that provides me an opportunity to contribute my skills and abilities in accomplishing the organizational as well as personal goals.

EDUCATION

Masters in Human Resource Management
University Of the Punjab Lahore **2017**

Bachelor in Arts
University Of the Punjab Lahore **2015**

Intermediate (FSc Pre Engineering)
Lahore Board of Intermediate & Secondary Education **2009**

Matriculation
Lahore Board of Intermediate & Secondary Education **2007**

EXPERIENCE:

Tekboox

Recruitment Specialist
January 2022 to till date

Major Job Responsibilities:

- 360 degree technical recruitment
- Design & Draft Job Descriptions
- Job posting on multiple platforms
- Sourcing Candidates
- Building links with Universities
- Handling daily HR operations
- Smooth onboarding process
- Monthly Presentations to board members on Recruitment
- Update company Intranet page

TERADATA

Recruitment Specialist (project base recruitment)
July 2021 to December 2021

Major Job Responsibilities:

End to End Technical Recruitment

- Candidates Sourcing via different channels
- Candidates Screening
- Data Entry in company software
- Interview Scheduling
- Negotiation on behalf of company
- Job Advertisement

Date of Birth:
15-Oct-1990

Nationality:
Pakistani

Contact Information:
+92 321 4189850

Email:
saddam0321hussain@gmail.com

Home Address:
Town Ship, Lahore.

B4U Soft Pvt Ltd

HR Executive

September 2020 to June 2021

Major Job Responsibilities:

- End to End Recruitment
- Payroll Process
- Attendance Management
- Org Charts & HR Forms Drafting
- Employees Grievances & Counselling
- Plan Employee motivation & Engagement activities
- Jobs Advertisement
- HR Record Keeping
- Final Settlement

Inspection (Private) Limited (Descon's Sister Company)

HR Officer

December 2018 to July 2020

Major Job Responsibilities:

- Recruitment & Selection Process
- Employees File Management
- Team Mobilization
- Close Coordination with site team
- Handling Employee Grievance cases
- Assist in KPI's and Policies Formulation
- Conduct Orientation Program
- Manage Payroll System
- Prepare HR Letters
- Plan, arrange and coordinate meetings

Dawn Foods (PVT) Ltd

HR Assistant

September 2017 to October 2018

Major Job Responsibilities:

- Assist in Interview process
- Employees File Record and Management
- Data Entry
- Manage employees attendance
- Coordinate HR meetings

MAJOR STRENGTH'S:

- Excellent Communication Skills.
- Strong Negotiation & Influencing Skills.
- Strong convincing Skills.
- Positive attitude toward work.
- Willingness to develop and learn new skills.

COMPUTER & SOFTWARE SKILLS:

- MS Excel

- MS Office
- MS Power Point
- ERP
- Great People

LANGUAGES:

- English
- Urdu
- Punjabi

REFERENCES:

Will be furnished on demand