

PERSONAL INFORMATION

Muhammad Sohaib Niazi



📍 House # B-1036, B-Block, Satellite Town, Rawalpindi, 46000 Rawalpindi (Pakistan)

☎ (+92) 333 5266782

✉ sohaibniazi01@gmail.com

💬 Skype sohaibniazi01@outlook.com

Sex Male | Date of birth 9 Jun 1992 | Nationality Pakistani

STUDIES APPLIED FOR

EMJMD in Work, Organizational, and Personnel Psychology

WORK EXPERIENCE

19 Sep 2016–19 Dec 2016

Human Resources Intern

Ufone (Pak Telecom Mobile Limited), Islamabad (Pakistan)

- Independently performed the screening of CVs for short-listing applicants for various jobs and internships positions and liaised between managers and candidates for conducting tests and interviews
- Facilitated recruitment interviews as a panelist Business Psychologist
- Facilitated the recruitment team by evaluating the candidates and their profiles on selection benchmarks and thus short-listing the required profiles
- Independently prepared training material on various aspects of employees development and also facilitated the conduct of in house training of employees
- Facilitated training on management topics along with specialist trainers in various universities of Islamabad
- Presented a detailed proposal for improvements in HR Functions which was accepted and substantially implemented in the sub-departments of HR
- Improved the survey forms and training related questionnaires by improving their internal consistency reliability and construct validity, the changes were approved and appreciated by the top management

28 Jun 2016–29 Aug 2016

Human Resources Intern

HAIDRI BEVERAGES (Private) Limited (A Franchise of PepsiCo Inc.), Islamabad (Pakistan)

- Independently managed and screened profiles for short-listing and calling candidates for interviews
- Facilitated the conduct of recruitment and exploratory interviews both online and in person
- Maintained payroll and updated salary sheets on SAP – HCM
- On boarded the selected employees and updated their records on Oracle – HRMS
- Managed the Employees benefits related tasks and issues by visiting and liaising with EOBI and IESSI

22 Jun 2015–22 Sep 2015

Human Resources Intern

Bahria Town (DBH Joint Venture Projects), Islamabad (Pakistan)

- Drafted and updated Job Postings and Job Descriptions
- Checked application forms, short listed profiles, arranged interviews in coordination with the HR and coordinated with the selected candidates
- Researched on HR related topics and issues as assigned and facilitated the training of employees
- Maintained bio-data and salary sheets of the Employees in the specialized HRIS software
- Processed and screened welfare applications (dowry, scholarship and financial help) as per the

organizational policy

- Assisted in maintaining records of promotions, increments, job rotations, transfers and terminations

EDUCATION AND TRAINING

2 Sep 2013–Present

BS (Honors) Psychology

4 Years
Undergraduate
Degree

International Islamic University, Islamabad (Pakistan)

- Industrial and Organizational Psychology
- Human Resource Management

1 Sep 2009–10 Sep 2011

Intermediate (Science/Pre-Engineering Group)

Intermediate (12
Years of Education)

Board of Intermediate and Secondary Education, Rawalpindi (Pakistan)

- Mathematics
- Physics
- Chemistry

6 Aug 2007–1 Aug 2009

Secondary School Certificate (Science Group)

Matriculation (10
Years of Education)

Board of Intermediate and Secondary Education, Rawalpindi (Pakistan)

- Physics
- Chemistry
- Biology

19 Sep 2011–1 Nov 2014

Assessment of Fundamental Competencies (AFC)

Professional
Certificate

The Institute of Chartered Accountants of Pakistan, Karachi (Pakistan)

- Functional English
- Business Communication
- Quantitative Methods
- Introduction to Information Technology

PERSONAL SKILLS

Mother tongue(s)

Urdu

Other language(s)

English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Strong communication skills acquired through my quality education, English courses and internships in corporate organizations
- Sound persuasion and influencing skills gained through the study and practice of Psychology

Organisational / managerial skills

- Leadership skills gained through interns related work responsibilities in Ufone, onboarded, oriented and managed more than 100 Interns
- Sound team leading skills acquired by being a class representative at university responsible for liaising between the teacher and class mates and for the students-department coordination in academic matters
- Strong organizational and managerial skills gained as an Intern at Haidri Beverages by keeping HR data, handling administrative tasks and employees' issues and arranging meetings.

Job-related skills

- Interviewing skills (conducted several interviews to as a facilitator at Ufone)
- Counseling skills (counseled interns in several domains of life including academic, career and personal counseling)
- Psychological Testing skills (gained through my vast learning in the subject during my degree)
- Command on conducting talent acquisition processes and HR audit gained through my creative projects in Ufone
- Conducting effective research (learned through Internship related tasks)

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

Digital competences - Self-assessment grid

- MS Office
- SPSS
- SAP - HCM
- Oracle - HRMS

Other skills

- Writing skills (Article writer for various websites and on personal level to spread awareness about Psychological issues and their solutions)
- Motivational Speaking skills gained through conducting such speeches at an informal level for students at all levels
- Curriculum Development and Educational Programs Designing skills acquired at an informal level through my learning and presenting relevant proposals to the educational community belonging specifically to the field of Psychology and Business

ADDITIONAL INFORMATION

Honours and awards

- Achieved all straight 40 A's and the highest CGPA (4.00/4.00) as well as the highest Cumulative Percentage (87.2%) up until now with 1st Position overall in the Psychology Department (Undergraduate Degree)
- Granted exemptions from the "Pre-Entry proficiency Test (PPT)" and "Functional English" course by the Institute of Chartered Accountants of Pakistan (ICAP) in the AFC course
- Achieved 16th Position overall in the Rawalpindi Division in the Matriculation Board Examinations (10th Class) held under the Board of Intermediate and Secondary Education, Rawalpindi. (Approximately more than 0.1 Million students appear in the annual Matriculation Board Examinations)
- Awarded a "Gold Medal", "Certificate of Merit" and a "Merit Cash Prize" by the "Grammar Public School" on securing 1st Position overall in the School in the Matriculation Board Examinations