

## PERSONAL INFORMATION

Muhammad Sohaib Niazi



Sex Male | Date of birth [REDACTED] | Nationality Pakistani

## JOB APPLIED FOR

HR Manager

## 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

## PERSONAL SKILLS

### 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 skills

#### SELF-ASSESSMENT

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

#### Digital skills - Self-assessment grid

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