

Fahad Anwar

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Professional Summary

Dynamic MBA candidate specializing in Project Management with a solid foundation in Logistics and Supply Chain Management. Proven experience in HR roles, including a recent position as an HR Assistant at Amazon, focusing on Employee Relations and Talent Acquisition. Demonstrated strengths in project management, event planning, problem-solving, and teamwork. Committed to continuous learning and growth, with proficiency in MS Office tools and HR Information Systems. Fluent in English with excellent communication and influencing skills.

Education

University of East London

Master of Business Administration (MBA), Project Management
September 2024

Manipal University

Bachelor of Business Administration (BBA), Logistics and Supply Chain Management
June 2022

Certifications

Lean Six Sigma White Belt, MSI

Project Management Essentials, MSI

AI for Everyone, DeepLearning.AI

International Leadership and Organizational Behaviour, Università Bocconi

Professional Experience

Boots

Sales Assistant

Liverpool Street, London

November 2023 - Present

- Accomplished a high level of customer satisfaction by actively listening to their needs, addressing queries, and providing insightful advice on our diverse range of products.

- Demonstrated a thorough understanding of Boots' current in-store offers and schemes, measured by the effective communication of these initiatives to customers.
- Contributed to the smooth operation of our store by collaborating seamlessly with my team.

Amazon

Human Resources Assistant

August 2022 - August 2023

Hyderabad, India

- Conducted thorough background checks on new recruits, ensuring high-quality hires.
- Managed and streamlined HR processes using HRIS systems, contributing to project enhancement.
- Demonstrated strong organizational skills and attention to detail in HR tasks.
- Exhibited excellent communication skills and proficiency in Microsoft Office.

KPB Consultants

Recruitment Consultant

May 2022 - July 2022

Bengaluru, India

Handled the end-to-end recruitment process for non-technical staff and managers in startups.

Utilized job sites such as LinkedIn, Monster, and iimjobs for proactive sourcing.

Built talent pools and enhanced the firm's brand in the marketplace.

Applied the ABC (Always Be Closing) strategy to recruitment sales, effectively engaging with potential candidates and clients to close recruitment deals, thereby increasing placement success rates and contributing to the firm's revenue growth.

Skills

Talent Acquisition & Recruitment Strategies

Project Management & Implementation

HR Consulting & Organizational Development

Team Collaboration & Leadership

Strategic Planning & Execution

Microsoft Office (Excel, Word, PowerPoint)

HRIS Software

Adaptability

Emotional Intelligence