

SHEHARYAR KHAN

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OBJECTIVE

To work with a dynamic organization that provides an opportunity to contribute towards my skills and abilities by accomplishing the organization as well as goals of the organization.

ACADEMIC CREDENTIALS

- Bachelor of Business Administration (HR) 2021
CGPA (3.18/4.00)
National University of Modern Languages Islamabad.
- Intermediate (Pre-Engr) 2017
71%, A- grade (781/1100)
BISE Hyderabad
- Matric in Science 2015
66%, B-grade (561/850)
BISE Hyderabad

MAJOR PROJECTS

- Performed a two-day activity of entrepreneur week held in NUML in 2020
- Organized Farewell and Welcome Party (2018,2019&2021)

MAJOR SUBJECTS

- Human Resource Information System
- Strategic Human Resource Management
- Organizational Development
- Organizational Health & Safety

PROFESSIONAL EXPERIENCE

(Recruitment Officer)

- Fulcrum Group of Companies | JUNE 2022 – TILL DATE
 - Bulk Recruitment of blue collar and white-collar positions through different job portals.
 - Perform headhunting to reach potential candidates.
 - Screening Resumes.
 - Job posting on different portals such as indeed.com, Rozee.pk and other social platforms etc.
 - Conducting telephonic interviews & Align physical interviews
 - Maintaining MIS as per interview schedule.
 - Communicating job specification, job description, other perks and benefits.
 - Partnering with hiring managers to determine staffing needs.

(HR Intern/ Jr.HR Associate)

- Digilaxy Ltd | APRIL 2022 – JUNE 2022
 - Maintain regular contact with candidates
 - Schedule Interviews for the senior management
 - Documentation
 - Updating Excel sheets
 - Keeping records of all the candidates
 - Scheduling Interviews through calls and text on WhatsApp
 - Conducting short Interviews on calls

(Intern)

- RAAZY MOTOR INDUSTRIES (PVT) LTD | AUGUST 2021 -SEPT 2021
Learned to deal with the dynamics of the organization. Was briefed about the different organizational structures and patterns of the organization.

SKILLS

- ABOUT MYSELF
 - Proficiency in communication
 - Good at presentations
 - Fluency in English language
 - Ability to work in team as well as individual

INTERESTS

- MY INTEREST
 - Traveling
 - Gaming
 - Exercise
 - Internet Surfing

PERSONAL INFORMATION

- INFO
 - Fathers' Name: Abdul Naeem Khan
 - Date of Birth: 1st May 1996
 - Place of Birth: Hyderabad