

# TAUQEER HUSSAIN

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Address#. House no: 354, street 7<sup>th</sup>, Sector 6-J/1, near Aqsa Bakery Junejo Town, Karachi, Pakistan.



## PROFESSIONAL SUMMARY;

Results-driven Human Resource Professional with experience in Recruitment & on-boarding along with developing and implementing strategies to improve organizational performance and drive business results. Having strong interpersonal and communication skills to build relationships with key stakeholders and promote a positive working environment. Skilled in coaching and developing employees, providing recruiting support, and managing effective employee relations. Proven track record of effectively resolving disputes, driving change initiatives, and fostering employee engagement.

## PROFESSIONAL EXPERIENCE;

### HUMAN RESOURCE OFFICER

#### BAHRIA TOWN KARACHI

Sep 7, 2022 to Present

#### Major Assigned Projects at Bahria Town Karachi

- Bahria Paradise/Greens
- Infrastructure Phase-1,2,3 & 4
- BTK – II Development (Infra)



#### Responsibilities

- ✚ Responsible for Managing the recruitment process, including job postings, screening, shortlisting, interviewing, and onboarding.
- ✚ Create & deliver orientation plan to newly inducted employees.
- ✚ Provide support of day-to-day HR operations (550+ employees).
- ✚ Act as an internal consultant to HR and departments on human resources-related issues.
- ✚ Monitor and analyze employee data to identify trends and recommended the solutions.
- ✚ Resolve employees' queries & provide required support.
- ✚ Manage employee relations issues and provide guidance to managers on disciplinary actions.
- ✚ Ensure compliance with applicable employment laws and regulations.
- ✚ Assist in develop, review & update HR policies & procedures.
- ✚ Issue letters of warning & Deduction.

### In-charge Documentation (HRD)

#### BAHRIA TOWN KARACHI

Oct 3, 2022 to Nov 8, 2022

- ✚ Managing overall employees' records (8500+ employees).
- ✚ Scheduling Interviews with COO.
- ✚ Documents Verification before COO Interviews.
- ✚ Maintaining employee Files of new joining employees (200+ per month).

## PROJECT & ACHIEVEMENTS

- Hired 50+ employees including Management level staff for multiple projects.
- Assist in design & update of HRIS Recruitment & onboarding Portal.
- Created flow & processes for HR functions.
- Designed organograms for assigned departments.

## EDUCATIONAL QUALIFICATION;

### BBA (Hons):

- Iqra University (2018-2022)

### Intermediate:

- IBA Community College Khairpur (2014-2016)

### Matriculation:

- IBA Community College Khairpur (2012-2014)

## SKILLS;

- Knowledge of HR software, HRIS systems (**Oracle**)
- Proficiency in Microsoft Office Suite (**Office 365, Outlook, Teams**)
- One-week Training of Running Attendance Process.
- Effective communication and interpersonal skills
- Strong problem-solving and organizational skills.
- Excellent time management and multitasking abilities.

## PERSONAL DETAILS;

**Fathers Name:** Nazeer Hussain  
**Date of Birth:** 10-06-1999  
**Cnic No:** 45205-1990252-3  
**Marital Status:** Married  
**Nationality:** Pakistani  
**Religion:** Islam

## Languages:

English Urdu Sindhi

## References:

Reference will be provided on demand.