

Wajeeh UL Hassan



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EDUCATION

Shah Abdul Latif University, Khairpur

*Bachelor Science Computer Science:
(Continue)*

RELEVANT SKILLS

Payroll Management

HR Operations

On-boarding/Off-boarding

Technical/Non-Technical

Networking

Microsoft Office

Talent Hunting

Recruitment

Talent Acquisition

CAREER OBJECTIVE

To pursue a highly challenging career, where I would apply my knowledge, experience, and ideas to develop high-caliber professional skills and effective management techniques through proactive research and development to protect the industry's interest the industry and emerge as a good corporate professional.

PROFESSIONAL EXPERIENCE

February 2023–Present

Recruitment Officer

Shark Innovation Labs Pvt Ltd/ Al Sharqi Pakistan Pvt Ltd,

- Demand forecasting and planning with stakeholders to identify potential job openings based on the project pipeline.
- Managing all open job requisitions from and within different teams
- Maintaining Employee records on Excel and Zoho Software
- Actively sourcing candidates to match open job positions through active and passive channels including Social Media and industry networking
- Participating in job fairs and maintaining close relationships with the placement departments at top universities to source candidates.
- Managing potential candidates through the recruitment process starting with initial screenings and followed by further assessments and interviews by relevant personnel.
- Owning the employee on-boarding process.
- Planning and executing ideas that will improve brand awareness and reach more potential candidates

November 2022–February 2023

HR & Admin Officer

Taj Corporation,

- Attendance and payroll administration
- Set appointments, meetings, seminars, training sessions, and conference calls.
- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Employee's personal record management

- Preparing regular reports (Petty cash expenses, Inward/Outward mailing record travel expenses Reports),
- Liaising with Government organizations (SEESI and EOBI),
- Organizing and supervising other office activities and keeping abreast of organizational changes and business developments.

June 2019–November 2022

HR Payroll Officer

WizTech Pakistan,

- Ensure biometric verification of all SMC employees.
- Ensuring all payroll transactions are processed efficiently.
- Collecting, calculating, and entering data in order to maintain and update payroll information.
- I am compiling summaries of earnings, taxes, deductions, leave, disability, and non-taxable wages and reporting.
- Resolving payroll discrepancies.
- Maintaining payroll operations by following policies and procedures.
- Online Employee record management through an Online Application (HR Payroll System)
- Making Salary of All Employees.

March 2022

Recruitment Executive

iSTEP Consultants (iSTEPc), Remote

- Identifying and recruiting prospective candidates using a variety of channels
- Assessing candidates to ensure qualification match, cultural fit, and compatibility
- Conducting confidential interviews, checking references and credit
- Hunting the right candidate for the technical/non-technical positions for our prestigious clients at iSTEPc