

## **Aamir Hadi**

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### **EMPLOYMENT EXPERIENCE:**

**Organization:** Barqtron Engineering Solutions

**Designation:** Assistant Manager HR-V

**Duration:** December 2022 – Present

- Posting Job Ads on Different Sites
- Participating in Job Fairs
- Collecting pool of candidates from different placements departments
- Screening of CVs
- Conducting Interviews with HODs
- Responsible for overall recruitment
- Employee On-Boarding Process / Orientation
- Organizing Trainings
- Maintaining Employee Relations
- Coordinate with Departmental Head
- Employee Grievances
- Employee Filling and Maintaining Records

**Organization:** Ronin Pakistan

**Designation:** MTO – HR

**Duration:** Sept - 2022 To Dec - 2022

- Attendance Management.
- Prepare Payroll.
- Full and Final Settlement of Employees.
- Recruitment and Selection.
- Managing Complete End to End Employee Records.
- Employee Grievances.
- Employee On Boarding Process / Orientation.
- Employee Filling and Maintaining Records.
- Co-ordinate with Departmental Head.
- Employee Confirmation and Evaluation Process.

**Organization:** TrashIt

**Designation:** HR Intern

**Duration:** June 2021 – August 2021

- Actively Involved in Recruitment by Preparing Job Description, posting ads, and Screening Resume
- Screening Candidate CVs and Drawing Up Short listings
- Plan Interview and Selection Procedure, including screening calls, Assessments, and in-person Interviews
- Maintaining Documentation of Employees

## **ACADEMIC QUALIFICATIONS:**

**BBA (Human Resource Management) - Sindh Madressa-tul-Islam University.** | 2018-2022

### **Electives:**

- Training and Development
- Performance Appraisal
- Recruitment and Selection
- Conflict Management and Resolution

### **Intermediate:**

- Government Degree College, Mehar. | 2015-2017

### **Matriculation:**

- Roshan Tara High School, Mehar |2013-2015

## **CERTIFICATION:**

**Pakistan American Cultural Centre** | February 2018 - August 2018

- "English works program" a 256- hours Business English and Communication
- 21st-century employability skills implemented by Evolution in collaboration with U.S Consulate General Karachi

## **PROJECTS:**

### **Work with Amros Pharmaceutical Company**

- Help Them with the Whole Process from Recruitment to Selection

### **Performance Appraisal**

- Worked on Performance Appraisal Form with the Help of Employees of Different Organizations

## **SKILLS AND ABILITIES:**

- Problem-Solving
- Recruitment and Selection
- Analytical Thinker
- Peoples Person
- Conflict Management
- MS Office (Word, Excel, PowerPoint)

## **VOLUNTEER WORK & CO-CURRICULAR ACTIVITIES:**

- Blood Donation Drive organized @ SMIU – June 2021
- Tree Plantation Drive @ Saddar Karachi – August 2020
- Intra University Case Study Competition.
- Volunteer Work for Some NGOs
- Participated in Different Campaign for The Betterment of Society

## **LANGUAGES:**

- English
- Urdu
- Sindhi
- Siraiki

## **INTERESTS:**

- Reading
- Social Media