

ABOO BAKAR E-mail:

abubakardwl@gmail.com

Phone no: 0320-0227181
0309-8887375

Objectives:

Looking for a highly challenging and dynamic work environment where I can transform my knowledge to valuable work experience and which refines my managerial skills.

Holding international certification of CHRP from NUST affiliated from international HR body HRCI

Academic Profile:

- **CHRP** from NUST affiliated with HRCI
- (2018-2020) **Master in Public Administration (Human resource)** from –University of Karachi.
- 2017 **BS in Educational psychology** from – University of Karachi.

Working Experiences:

Currently working in Bazaar Technology as People Executive from 7/4/2021

As people executive managing all 3rd Party staff (3000+) from all Pakistan Included Vendor management, Payroll leave and attendance management, Establish and Define Policy and Procedure as per IR and Labor Law. Raising request for Email ID generation, Sim activation to concern department. Taking disciplinary action against violation of Policy, SOPs and issuance letters and warnings. Manage bulk hiring on continuous bases.

worked as an HR assistant Manager at Security n communication Head office (from 3rd January to 4/4/2021)

- Schedule interview and taking interviews
- Sourcing from INDEED and LINK DINN
- Screening and scanning CV from indeed and link din
- Manage attendance systems of all employees (Include Head office and field force).
- Maintain documentation of all employees (Include Head office and field force).
- Maintain MIS (Attendance of employees, Employee's information...)
- Maintain roosters on fortnight bases.
- Provide solutions on different conflicts among employees.
- Solve HR related issues.
- Initially screening resume, conduct telephonic interview)
- Opening Bank account of new Employees
- Drafting Memos, Appointment letters, Bank account opening letters, Increment letters, promotion letters and termination letters.
- Design JD and then sops of each employee
- Developed employee's Book

Worked as HR trainee at GEO Television network (from October to Dec)2020 •

Recruitment and selection

Sourcing candidates from Rozee.pk

Conducting Telephonic interview

Scheduling interview with HR, Concern client, and Concern Department Head

Employee relation

Provide compensations and benefit to employees

Resolving Employee issues regarding: salary/ Advance salary/leaves application

Worked as HR trainee (part time) at Paradox software house (from Jan to June)2020

Technical recruitment (PHP architect, word press developer, graphic designer, Network support ENGR, IT support ENGR, and others. Maintain payroll by HRIS

- ✚ **Worked as online data Entry Officer at -Mudassir and Private Company (2017)**
- ✚ **Worked Served as a formal Teacher at – Horizon high School, Karachi (2014-15)**
- ✚ **Worked in different call centres on different campaign in different time periods.2015-2020**

Projects/Seminar/Certificate:

- Online awarded certificate for successfully completing the **Financial Literacy Training Program** by SBP (State Bank of Pakistan).
- Organized HRM seminar on **HR Strategy for Start-ups and SMEs** as a Team Leader of Admin at DPA- Karachi University.
- Attended Seminar on **HRBP** at ICCBS.

Computer Skills:

Certified MS office professional from APTECH INS

FLOW HCM

Personal Information

Father's Name: Hassan

Date of Birth: 17th OCT 1996

Marital Status: Single

CNIC: 42301-8459322-7