

Mohammad Umar Afaq Siddiqui

Seeking for a suitable position in an esteemed organization, where I can further hone my analytical and technical skills, that challenges me intellectually while utilizing my previous creative, professional and educational skills.

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karachi, Pakistan

20 May - 1992

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WORK EXPERIENCE

Associate - HR Service Delivery HRSG Outsourcing

09/2022 - Present

Achievements/Tasks

- Working as a Key Account Associate for our client Pakistan Tobacco Company.

JR. Manager Client Services-HR Steps Ahead pvt limited.

07/2022 - 09/2022

Achievements/Tasks

- Posting job ads, managing start to end recruitment process, employee orientation, handle employee complaints & grievances.
- Maintain employee records & sheets regarding regular HR operations i.e master data file, insurance and recruiting data.

Administrative Assistant HTG petrochemicals pvt limited

10/2020 - 12/2021

Achievements/Tasks

- Managed and devised idea and strategies of the sanitizer brand.
- Visited corporate offices, boosted corporate sales of the sanitizer.
- Administrate and prepared database of that product for record.

HR & IR Internee IFFCO Pakistan Limited

07/2019 - 09/2019

karachi

Achievements/Tasks

- Assisted HR executive with the payroll management, increment management, employee time management, manage employees grievances and employer-employee relations.
- During my IR weeks, I learned Industrial Relations Management, managed legal cases and organized official documents and records.

HR & Admin Internee Tabba Kidney Institute

06/2018 - 08/2018

Achievements/Tasks

- Managed documents, Filtered resume's and conducted interviews.

EDUCATION

MASTER'S IN PUBLIC ADMINISTRATION UNIVERSITY OF KARACHI

2019

WITH FIRST DIVISION

BACHELOR'S IN PUBLIC ADMINISTRATION UNIVERSITY OF KARACHI

2018

(hons) with Second Division

SKILLS

- Proficient in MS Office.
- Excellent team player.
- Flexible with working hours.
- Split-second decision making ability.
- Strong analytical and problem solving approach.
- Good interpersonal communication and conflict management.
- Experience of working with people of diverse cultures and background.
- Workaholic and capable enough to work under any kind of pressure situation without getting maladroitness.
- Talent Acquisition| People Management| Technical Recruiter| Factory Administration| Time Management| Training & Development| Industrial Relationship|

CERTIFICATIONS

Freelancing course under digiSkills training program.
(04/2109 - 06/2019)

Creative writing course under digiSkills training program.
(04/2019 - 06/2019)

LANGUAGES

English
Professional Working Proficiency

Urdu
Native or Bilingual Proficiency

INTERESTS

- Reading informative articles
- Watching documentaries
- Pet care
- Collecting currencies
- Still Photography
- Video Gaming
- Music