



HAMDOON HUSSAIN

Human Resources Officer

OBJECTIVE

To work with dedicating in competitive environment that offers challenges and opportunities so that I can use any skills and perform quality work that with greatly enhance the company's success and my own personal growth as well.

SKILLS & ABILITIES

Learn Ability
Communicate Clearly
Interpersonal Skills
Cooperative Learning
Effectively Achieve Any Task
Can Work In Any Challenging Environment

VITALS

House No# R-473, Sector 16-A,
Bufferzone, North Nazimabad,
Karachi.
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PERSONAL INFORMATION

Father Name: Ghulam Jilani
Date of Birth: 06 June, 1996
Marital Status: Single
Religion: Islam
Nationality: Pakistani
Languages: Urdu – English
N.I.C: 42201-3554044-1

EXPERIENCE

[ECOMMERCE GATEWAY PAKISTAN PVT LTD, KARACHI]

JUNE 2019 – ACTIVE

HR (OFFICER)

Job Responsibilities:

- Managing recruitment and selection of Head office and all branches.
- Identifying and recruiting prospective candidates using a variety of channels.
- Screening resumes according to job description and specification.
- Arrange management interviews for the vacant position.
- Ensure necessary documentation and arrangements with regards to hiring.
- Maintain employee files and records in electronic and paper form.
- Manage payroll system software.
- Attendance management on monthly basis.
- Participate in career fair & jobs fair.
- Oversee daily operations of HR department.

[ECOMMERCE GATEWAY PAKISTAN PVT LTD, KARACHI]

DEC 2018 – JUNE 2019

HR (MANAGEMENT TRAINEE OFFICER)

Job Responsibilities:

- Managing recruitment and selection of Head office and all branches.
- Identifying and recruiting prospective candidates using a variety of channels.
- Screening resumes according to job description and specification.
- Arrange management interviews for the vacant position.
- Ensure necessary documentation and arrangements with regards to hiring.
- Maintain employee files and records in electronic and paper form.
- Manage payroll system software.
- Attendance management on monthly basis.
- Participate in career fair & jobs fair.
- Oversee daily operations of HR department.

[ECOMMERCE GATEWAY PAKISTAN PVT LTD, KARACHI]

OCT 2018 – DEC 2018

HR (INTERN)

Job Responsibilities:

- Managing recruitment and selection of Head office and all branches.
- Identifying and recruiting prospective candidates using a variety of channels.
- Screening resumes according to job description and specification.
- Arrange management interviews for the vacant position.
- Ensure necessary documentation and arrangements with regards to hiring.
- Maintain employee files and records in electronic and paper form.
- Oversee daily operations of HR department.

EDUCATION

- [Karachi University Business School, Karachi, Masters in Business Administration] [2018 – In Progress]
- [Karachi University, Karachi, Graduation in Economics] [2016 – 2018]

CERTIFICATE COURSES

- English Language Proficiency Course from University Of Karachi.

FIELD OF INTEREST

- Human Resource Management.

COMPUTER SKILLS

- Windows Installation
- MS Office, MS Word, PowerPoint, Excel, Visio, Outlook etc.
- Internet awareness

[REFERENCES]

Available on request.