Professional Experience

### ORIENT WATER TECHNOLOGIES

Assistant Manager HR  **15.Oct.2019 – to date**

**Responsibilities:**

* Handling the Recruitment & Selection
* Designing HR Policies
  + Managing and facilitating the Performance Management System.
  + Preparing Job descriptions
* Ensuring the execution of HR operational activities in an effective and efficient manner.

### Ziauddin university hospital (Ziauddin group)

Senior HR Officer  **12.Apr.2017 – 12.Oct.2019**

**Responsibilities:**

* Handling the Recruitment & Selection functions including the On-boarding formalities
* Successfully got the ZU – Official Careers website launched
* Acquiring CVs via Oracle & ZU – Careers website
  + Managing and facilitating the Performance Management System.
* Designing HR Policies
  + Maintaining of records in the Human Resource Management Systems (HRMS).
* Preparing Job descriptions
* Ensuring the execution of HR operational activities in an effective and efficient manner.
* Preparing HR related documentation according to the requirements of different departments

### HMI VENTURES

Assistant Manager HR & Admin **04.Jan.2016 – 31.Jan.2017**

**Responsibilities:**

* Handling the Recruitment & Selection procedures including On-boarding & Orientation
* Implementing and maintaining the Human Resource Information Systems (HRIS).
* Designing and implementing HR Policies & Job descriptions
* Maintaining databank of Resumes, successfully got the “Career” portal made with the help of the I.T. dept. collecting CVs & for candidates to apply on vacant positions
* Managing the Administration, Purchases and coordinating with vendors.

### N RECRUITMENT CONSULTING

Associate HR Consultant **02.Feb 2015 – 21.Dec.2015**

**Responsibilities:**

* Responsible for the executive search & recruitment process for renowned National & Multi National Organizations
* Analyzing requirements of clients & sourcing the most appropriate candidate for the job.
* Conducting interviews & Shortlisting the candidates.
* Responsible for follow ups.
* Maintaining good relations with clients & candidates.
* Providing group recruitment services.
* Managing & updating the database.
* Strengthening the relationship with existing clients.
* Expanding the network of companies in panel.
* Business developing with new clients and maintaining business with existing clients.

### [DkT PaKISTAN PVT Limited](http://www.pakomanfunds.com/)

## Administration Executive 02.Dec.2013 – 12.Jan.2015

**Responsibilities:**

* Liaison with HR Manager, HODs and Headhunters to consolidate and manage all new hires, On- boarding / left employees
* Handling and Maintaining Resume database
* Handle matters related to expatriate applications.
* Compiling of and liaison with HR Consultants for processing of Monthly expenses and

incentives of Sales and Health Department

* Maintains office supplies inventory; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies
* Assist in performance appraisal and evaluation of employees
* Coordination with the I.T. company for the securing of backups and other I.T. matters
* Liaison with procurement and logistics personnel for procurement of merchandise and ensure timely purchase requisitions and purchase orders
* Supervising Housekeeping and Security
* Handling Airline bookings & Hotel Reservations (International & Domestic) & Handling Rental car services
* Handling of Petty Cash

### [Pak Oman Asset Management Company Limited](http://www.pakomanfunds.com/)

## Administration Officer 22.July.2013 – 29.Nov.2013

**Responsibilities:**

* Dealing with travel agents, Airlines &Hotel Reservations (International & Domestic)
* Dealing with Fleet & Corporate fuel Cards
* Handling all Utility Billing/Issues& Courier Management
* Handling of Petty Cash and procurement of merchandise
* Maintaining of Log Books for Office Vehicles
* Maintaining necessary documentation system for efficient storage and retrieval of documents/information.
* Monitoring attendance and supervising the administrative staff
* Perform general office maintenance duties and administration duties assigned

## Shahbaz gARMENTS (PVT) LIMITED (MIDAS SAFETY)

## Human Resource / Admin Assistant 20.Dec.2010 – 01.Mar.2013

**Responsibilities:**

* Implemented the HRIS System & ensuring its maintenance in all sister concern units of SGL.
* Screening & Short listing of resumes for various (Senior, mid level & Junior) positions in the organization.
* Coordinating with candidates, recruitment agencies and interview panel members for the
* Interviews and On-boarding formalities
* Maintaining Job description forms for all locations. Provide copies of Job Descriptions to locations as & when required for necessary updates.
* Successfully conducted recruitment drives at different Educational Institutions for the Management Trainee Programs
* Providing support & Maintaining records of Employee documentation/Filing systems/ Resume Database
* Handling the Performance Appraisal process and maintaining Appraisal records in HRIS.
* Liaison with Training Institutes for employee training according to TNA.
* Arranging Staff traveling & coordinating with the Vendors and accounts department for Payments
* Monitoring attendance and supervising the administrative staff

**Engage Human Resources (PVT) LIMITED**

Executive Coordinator**02.Jul.2007 – 24.Nov.2010**

**Responsibilities:**

* Conducting telephonic interviews and coordinating with interviews & meetings with clients at different Venues.
* Assisting consultants with Business Development & recruitment projects including staffing and   
  Recruitment outsourcing
* Coordinating & preparing Training materials for the Training Consultant and assisting at the venues
* Maintaining the Resume Database using “PC-Recruiter” software
* Maintaining client database and maintaining record of invoices, terms of engagement, advertisements placed and employee files etc.
* Dealing with Vendors and collection/dispersion of Payments
* Monitoring attendance and supervising the administrative staff
* Coordinating travel arrangements for consultants
* Procurement of merchandising.
* Perform general HR, Administration & office maintenance duties

Education

* B.Com Government College of Commerce & Economics, Karachi 2016
* HSSC St. Patrick’s Government College, Karachi 2006
* SSC St. Lawrence’s Boys high school, Karachi 2004

trainings facilitated

* Communication Skills – By Humaira Ahmad – Senior Consultant – Engage Human Resources.
* Supervisory Skills – By Humaira Ahmad – Senior Consultant – Engage Human Resources.
* Completed a Certification course on “Specialization in HRM” through Skill Development Council

Skills

* Team player and a quick learner
* Proficient in MS Office and Internet applications
* Languages: Fluent English & Urdu
* An active Voluntary member for various Social groups in the Community

personal Information

* Father’s Name: Pierre Arakill
* Address: Apt # A-10, Taj Court, Maneckji Street, Garden East, Karachi. Pakistan
* Date of Birth: July 30, 1988
* NIC #: 42301-1310546-9
* Religion: Christianity
* Nationality: Pakistani
* Skype ID: warren.keith.arakill

References

Will be furnished upon request