

# ABDUL HAQUE

(HR Qualified)

“Dedicated professional with Master’s degree looking for Human Resource position in multinational that will allow the use and growth administrative skills, interpersonal abilities and leadership skill set”

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In/abdul-haque



## Education

Year	Degree	CGPA	University
2017	MBA	3.67	SZABIST, Islamabad
2015	BBA	2.6	QAU, Islamabad

## Work Experience

### HR Trainee Bestway Cement Limited Dec, 2017 – Present



- Engage in recruitment process.
- Conduct interviews for Interns & MTO's.
- Based on interview outcome, determine suitability of candidates for continued consideration.
- Detailed profile analysis of high managerial positions.
- Prepare SOP's.
- Worked on KPI's and Organogram.
- Liaising with HR operations team to ensure the recruitment cycle effectiveness.

### Assistant Finance Executive Nayatel Private Limited Oct, 2016 till Dec, 2017



- Reconcile the payments and invoices of customers.
- Any task/report assign by managers.
- Follow-up and track on customer enquiries.
- Training of new hiring in department.
- Provided feedback of the customers to the management for improving the services.
- Handle special tax affairs and maintain CPR for audit purpose.

### HR Intern

#### PEMRA HQ – Oct to Nov 2016

- Assist in end to end recruitment.
- Liaise with line managers recording HR issues.
- Manage staff training issues.

#### OGDCL HQ – July to Oct 2014

- Record all resumes and personal documents in HR software.
- Obtained certifications for all employees.
- Oversaw training process for new hires.



## Skills & Competencies

Professionalism

Adaptability

Goal Oriented

Motivation

Resiliency

Future Focused

Time Management

## Languages

Sindhi

Urdu

English

## Technical Skills & Digital Competence

MS Word

MS Excel

MS PowerPoint

SPSS



## Achievements & Certificates

- Got Scholarship in MBA
- Received Chancellors Appreciation Certificate for great distinction in MBA
- Certificate by “Anti-Narcotics force for Goodwill Ambassador”
- Certificate for “Guru Competition in Quaid I Azam University”
- Certificate for organized “Designer Cut 360 Event”
- Certificate for successfully organized seminar on subject of “Entrepreneurship”



## Interests

Music

Hiking

Photography

Book Reading

Travelling



## References

Will be furnished upon request.