**HRM / HCM Expertise**

* Employee Engagement Activity Planning / Execution
* LinkedIn Networking
* Chain of Command bearer
* Employee Hand-book curator
* Contractual Agreement curator
* Background Check curator
* Employee Benefits curator
* Employee Record-keeping
* Payroll Administration / Data Analytics
* Time-keeping Management
* Resume Parsing / Formatting
* Ad-hoc reports / weekly reports
* Screening / Interviewing / Hiring Decision / Onboarding

**Recruitment Expertise**

* Full life cycle recruitment
* Sourcing / Fishing / Head hunting / Candidate pooling
* Initial Screening - Over Phone Call / Zoom Video Call
* Talent Acquisition / Talent Advocating
* In-take calls with Hiring Managers / Account Managers
* Recruitment / Project coordination

**HRIS / ERP Expertise**

* Deloitte FG / CWS Portal
* Uber FG Portal
* TCS Requirements Handling

**Sourcing Tools & Platforms**

* LinkedIn / Arthur Lawrence Portal
* Dice – Technical Recruitment (US)
* Monster / Career Portal / Glassdoor / Bullhorn
* Asana / Project Manager

**Skills**

* MS Office Suite / MS Google
* C / C++ / Python / MATLAB
* ArcGIS / LabVIEW / SPSS / RS & GIS
* Technical / Non-Technical recruitment
* Event management & administration
* Leadership / Emotional Intelligence
* Communication / Interpersonal
* Time Management / Multi-tasking
* Public Speaking / Training & Development / Marketing
* Technical Writing / Blogging / Content Writing / Digital marketing
* Freelancer / Upwork / Fiver / PeoplePerHour

**Education**

* MSc Space Science & Technology, Institute of Space Science & Technology, University of Karachi, 2019 (75%)
* FSC. Pre Engineering, Punjab College Jauharabad, 2013 (79%)
* Matric Science, KCP Model H/S/S & College Jauharabad, 2011 (91.4%)

# SUMMARY

Served as “Project Lead” for more than 5 years and led / executed many national / international events including NASA Space App Challenge for consecutively 4 years as Local Lead Karachi. Regulated business development process in a software house with other operations / marketing roles. Technical HR professional with over 2 years of extensive experience in full life cycle recruitment, talent acquisition, and human resource management. Skilled in recruiting / sourcing, fishing / head hunting, candidate pooling, human resource information system, enterprise resource planning, employee engagement activities, payroll, and networking. Sound understanding of customer resource management, stakeholder management, and vendor management. Proficient in handling IT projects as a Project Manager and delivered projects in time. Coordinated for Project Deloitte which is US top IT consulting firm as Project - Recruitment Coordinator in their full cycle recruitment and assisted managerial work.

# HIGHLIGHTS

* Renowned “English Debater” and “Event Administrator” with several accomplishment throughout Pakistan.
* Commendably led / executed NASA International Space App Challenge with a team of over 30 people in Karachi within limited resources and provided assistance to the execution of NASA Space App Challenge in 5 big cities of Pakistan at lead position.
* Achieved “Certificate of Appreciation” for successfully handling the peak time of Deloitte, performing as an exceptional resource, and going beyond my job duties in the first ever “Road to Excellence” of Arthur Lawrence after getting permanent to my job.
* Successfully managed full life cycle recruitment in technical / non-technical hiring for IT industry with valuable experience gained from skilled recruiters, trainers, & managers while working in Nazreen Consulting & Arthur Lawrence.
* Effectively led multiple IT / software projects and team of developers varying from Android, iOS, back end, front end, designers etc. and delivered projects on time and assisted company won more project from international clients.
* Efficiently gained exposure and experience by working on variety of Human Resource Information Systems, Enterprise Resource Planning software, and Management Information System i.e., Bullhorn, ALP, SAP, Monster, Asana, Project Manager etc.
* Proficiently worked on multiple sourcing tools / platforms, some specifically designed for the company to source on niche roles & seasoned candidates in international / domestic markets i.e., Dice, Monster, LinkedIn etc. and handled data analytics.
* Expertly involved in both back-end & front-end functions and job responsibilities of full life cycle recruitment that helped in polishing useful business skills.
* Adroitly conducted interviews, performed corporate recruitment, screened / sourced candidates, provided coordination, assisted managerial work, and created pipelines / pool of candidates.
* Efficiently worked as business development associate, linked to international clients, won multiple IT / software projects for company, delivered them in time, gained best reviews from clients, assisted digital marketing and operation side of the company.

# SCORECARD

|  |  |
| --- | --- |
| Skills | Months / Years of Experience |
| Technical Recruitment / Coordination for US Market | 7+ Months |
| HRIS / ERP / Google Suite / Microsoft Suite | 1+ Year |
| HR Recruitment (Local) / Project Management | 3 Month |
| Business Development Associate (IT / software) | 5 Months |
| Project Lead / Administrator (Space Industry) | 5+ Years |

# PROFESSIONAL EXPERIENCE

**Technical Recruiter / Recruitment - Project Coordinator Feb 21 – Present**

**Arthur Lawrence’s Karachi Office – Arturo Labs**

* Joined as Recruitment / Project Coordinator for full time role with renowned IT consulting firm based in USA and specifically for Deloitte.
* Achieved “Certificate of Appreciation” for successfully handling the peak time of Deloitte, performing as an exceptional resource, and going beyond my job duties in the first “Road to Excellence” of Arthur Lawrence after getting permanent to my job
* Conducted interviews after shortlisting candidates, performed corporate recruitment, screened / sourced candidates, made submissions on niche roles, assisted managerial work, and created pipelines / pool of candidates
* Handled full cycle recruitment of the company in its prime years with peak traffic of requirements from fortune 500 companies like Deloitte, Uber, McGinnis Lochridge, Avanade, Waste Management, SVB, Sensata, Comcast, Digital Realty, Motorola, Cisco, Pacific Gas and Electric, Roche, USAA, GSK, Aetna, Walgreens, GE, Zodiac, Cigna, PG&E, EAS Practice, FHLB, FRB, Energy Transfer, NiSource, DaVita, Lyondell, JP-Morgan Chase, Ernest & Young, KPMG, Accenture, Bank of America, AstraZeneca, TCS etc. (US, India, UK & Canada)
* Assisted full life cycle recruitment majorly as Deloitte Project / Recruitment Coordinated and handled huge traffic from the Deloitte FG / CWS portals
* Broadcasted requirements from Deloitte portals, created the on Bullhorn, updated google sheets with the requirement, paraphrased job descriptions, posted them on Dice, Monster, ALP, and other US job platforms, designed posters to be posted on LinkedIn, made Boolean searches for potential candidates, sourced on Deloitte technical / non-technical roles, shortlisted candidates, sent shortlisted candidates RTR and Biometric emails, formatted resumes, kept follow on submissions to Deloitte portals, coordinated the interviews details with recruiters, and managed placements of the candidates
* Assigned roles on different requirements in dialing plan to recruiters of Deloitte on behalf of my manager
* Worked on technical, corporate, and marketing roles on daily basis from client’s requirement portals of Deloitte
* Assisted managerial work, coordinated with Team Leads & took part in in-take calls to understand the nature of requirements / needs of the clients before allocating it to most suitable recruiters with expertise in that domain or role
* Created weekly Monday submission report of team of recruiters working on Deloitte roles, evaluated their performance on the KSACs, calculated their KPIs on the grade point system, and addressed the shortcomings of individuals to their respective managers
* Monitored job posting, in-mail, cold calling, bullet-in blast, and other sourcing / calling activities of the recruiters working on Deloitte roles through LinkedIn, Skype for Business (SFB), Arthur Lawrence Administrative Access in Bullhorn / Arthur Lawrence Portal
* Trained new Recruitment / Project Coordinators and helped them learning and growing efficiently
* Motivated team to go above & beyond through employee engagement, guidance on requirements and provided assistance with submissions on multiple roles
* Involved in getting queries / road blocks from recruiters and conveyed it to manager to be resolved
* Managed time in / time out and attendance of the whole consulting department for the payroll purpose
* Coordinated day to day activities with teams of recruiters / managers in a fast paced environment and contributed to best of ability with passion, dignity, & professionalism

# Technical Recruiter / HR Executive / Project Manager Dec 21 – Feb 21

**Nazreen Consulting – Head Office Karachi**

* Joined as HR Executive with focus on technical / nontechnical recruitment for the software house and ecommerce business
* Assigned as the “Project Manager” for multiple Android / iOS application and website projects
* Posted jobs on different job portals such as Indeed / Rozee and social media platforms, used SEO techniques, received resumes, shortlisted desired candidates after screening / interview, scheduled final interviews through emails, updated record / list of candidates, proceeded with HR on-boarding process for the recruited team
* Updated company’s HR policy and drafted rules / regulation for a better working environment / facilitation for team
* Made sure to run payroll on time, kept attendance of the working team, managed the operations of the company
* Managed team of developers, made sure to deliver updated tasks on Asana from developer’s team to client, led Scrum on daily basis, and handled app / web projects through “Project Manager” software
* Resolved employee’s needs, provided conflict resolution, and responded to queries via official email account of the company
* Drafted employee handbook, policy legal book, and created structured grading system for HR-payroll along with the chain of command draft which offered better managerial divisions & levels of grades for salary of employees
* Sourced / recruited people in local market for the roles of Front End Developers, Back End Developers, Full Stack Developers, PHP Developers, Angular Developer, Java AWS Developer, Android Developer, iOS Developer, Mobile Developer, WordPress Developers, and .Net Developer
* Hired employees for HR, customer service, and administrative roles

# Business Development Associate Aug 20 – Dec 20

**Akseer Technologies, Karachi, Pakistan**

* Involved in bidding on free lancing platforms for IT and software based projects ranging from woo commerce, big commerce, PHP – ecommerce, WordPress websites, Shopify websites, Weebly websites, WAX websites Elementor websites, square space websites, applications, graphic designing, digital marketing etc.
* Worked on free lancing platforms such as freelancer.com, Upwork, Fiver, PeoplePerHour etc.
* Talked to client, conveyed them company’s broad services, and motivated them with the quality of work offering from the best team of developers and designers
* Gained knowledge of IT / software based knowledge to understand completely what the client is demanding and made them understood the way the development would be planned / driven
* Involved in cold calling / emailing to the potential customers / clients
* Linked to potential customers through LinkedIn and other social media platforms i.e., Facebook, Twitter, Instagram etc.
* Involved in digital marketing of the company’s portfolio through different online social platforms
* Found the project for the company through different job posting platforms
* Assisted operations and marketing team in their work with add on skills
* Used keywords, analyzed SEO techniques, added the hooks, and encouraged feedback
* Brought several projects / assignments for the company and added revenue to the company
* Connected to potential clients through Skype, Zoom, Google Meeting etc.
* Attended meeting and suggested the possible implementation which can benefit the business
* Gained good command on MS Office Suite and other related tools

# Supervisor Nov 19 – Aug 20

# Sentient – Karachi Region

* Involved in developing efficient brand marketing and sales techniques to increase the outcomes.
* Handled HR / recruitment process, and hired resources for the different roles for the company by conducting interviews and pitching ability
* Supervised brand ambassador, marketing, and operation team in Coke Fest and Mountain Dew at Karachi and successfully achieved the set target before time
* Managed operations and marketing workflow of the company
* Assisted managerial work and supervised marketing strategies & events
* Provided detailed reports on monthly basis

# Project Lead Karachi Region Apr 15 – May 20

**Rah e Qamar Pvt. Ltd., Karachi Pakistan**

* Headed / executed NASA International Space App Challenge with a team of over 30 people in Karachi within limited resources and provided assistance to the execution of NASA Space App Challenge in 5 big cities of Pakistan as core member
* Planned, organized, and led NASA Space App Challenge with an entire team which got coverage by many news channel, print / digital media, and digital platforms
* Appointed as Local Lead NASA Space Apps by NASA consecutively for 3 years
* Led single handedly teams of event management, operations, media relations, social media, public relations, liaison, logistics, marketing, protocol, IT, and outreach.
* Executed different sessions and training programs at different platforms, schools, colleges, and universities for developing awareness about Astronomy and Space in Pakistan
* Wrote many articles / blogs for different magazines and online blogging sites
* Administered Karachi team to organize different competitions on World Space Week every year in collaboration with different societies and astronomy clubs
* Worked with SUPARCO team on execution of World Space Week events hosted by them every year at PAF Museum for schools, colleges, and universities
* Arranged conferences, workshops, and session to share the knowledge of Astronomy

# Accomplishments, Awards & Certificates

* Attained “Gold Medal” from IST for the year 2014-15 on overall exceptional performance.
* Gold Medalist from Karachi University for consecutively two years 2019-20 for remaining an exceptional student of the University.
* Achieved “Special Recognition Award” for several achievements at national level at 5th National Conference on Space Science and Technology held in 2017 by “Institute of Space Science and Technology.”
* Aced Special Recognition Award for the 2 consecutive years at Annual Award Distribution Ceremony in year 2017 / 2018 by University of Karachi for several achievements while representing the university at numerous platforms.
* Served as “Former Minister of Science and Technology” at Iqra Youth Parliament and Karachi University Student Parliament.
* Appointed as Head Organizer of Hult International Prize 2020.
* Founding President of Society of Astronomy and Space Technology (SAST) as well as Gen Sec. of American Institute of Aeronautics and Astronautics (AIAA) of IST chapter for the year 2014-15.
* Founding President of Civic and Social Responsibility Society, UOK as well as Founding Gen. Secretary of Karachi University Debating Society.
* Organized ‘’World Space Week (WSW)’’ 2014 and “IST Youth Carnival 2015’’ at IST
* Islamabad and hosted WSW 2017-19 at Karachi organized by SUPARCO.
* Former Gen. Sec of AWAZ (Debating Society of IST), Former Campaign Manager of Umeed Society IST, Former Management Head of Mathema IST, Former Publication Manager of IST Media Club, Former Director Social Media of Youth Insight.
* Aced English Declamation Contest in regional, tehsil, district, and division level of Chief Minister Inter School / College Debate Contest in class 9 and in 1st year of college.
* Winner of APDC of KMC Peshawar, APDC QCET Sahiwal, APDC Gomal University DI Khan as well as Winner of the most prestigious debating competition of Pakistan “King Edwards Medical University.”