**CURRICULUM VITAE** **FAHAD RIAZ**

House # R-2, Gulshan-e-Akber

Adjacent Mohd Ali (Shaheed) Housing Society

Malir City, Karachi- 75210

Cell # 0301-2125376 & 0346-3244073

Email: fahadrajput10@gmail.com

**OBJECTIVE:**

Excel career with a leading and large-scale industrial organization having professional working environment and provide opportunities for career advancement.

**Personal Data**

Father’s Name : Riaz Muhammad Khan

Cast : Muslim Rajput

Date of birth : June 23, 1990

Age : 31 years

Nationality :Pakistani

Domicile & PRC : Sindh (Urban) - Karachi

Religion : Islam

CNIC : 42201-7169160-3

Marital status : Single

**Academic**

**Qualification** a) MBA in HRM (3.9 CGPA)

b) Bachelor of Commerce "Second Class"

c) Inter Commerce "C Grade"

d) English language course from Domino "A Grade"

e) Computer literate (MS office) (ERP Software)

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**Experience:**

* Worked with M/S G.N. Corporation Limited as HR Officer & Senior HR Officer from (January 2012- September 2016)
* Working with M/S Pakistan Lubricants (Private) Limited as Assistant Manager HR (November 2016-Current)

**Synopsis:**

* HR planning & Budgeting
* Talent & Succession management
* Designing / revamping / implementing HR policies, SOPs, Job Descriptions
* Hiring of best talented manpower/ workforce
* Screening of job applications
* Lineup candidates for interview
* Reference checks & medical of new employees
* Issuance of Offer/appointment/confirmation/annual increment/promotion letters
* Ensuring the proper joining formalities, Proper Induction & Orientation Process.
* Taking into account the notice period according to company policy.
* Biometric Time & attendance control system
* HR inventory, Leave records, Employee’s payroll & other terminal benefits
* Processing Monthly Pay Roll/Overtime
* Timely payment of EOBI/SESSI contributions/ Education Cess & their annual audit
* Arrangement of Training and Performance Appraisal
* KPIs/Performance management for increment, retention & TNA
* Maintaining employee and workplace privacy, HR database, Employees database, CV database and interview database.
* Calculation of the Full & Final settlement.
* Issuing the relieving letter & experience certificates.
* Getting the exit interview done & important forms filled.
* Disciplinary/ grievance handling, conducting inquiries & drafting fact-finding reports
* Strong inter-personal, communication, report writing & problem-solving skills

**Personal strength** : Good listener

: Proactive approach

: Enjoy challenges

: Commitment & ownership

: Self-motivated

**References** : On demand