

FAHAD NADEEM

Talent Acquisition Specialist

To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me the opportunity to enhance my talent with an intention to be an asset to the company.

✉ fahadnadeem5308@gmail.com

📍 Karachi, Pakistan

📞 03360312543

🌐 [linkedin.com/in/fahad-nadeem-bb71591a2](https://www.linkedin.com/in/fahad-nadeem-bb71591a2)

EDUCATION

Masters of Public Administration (MPA) University of Karachi

02/2016 - 12/2019

Karachi, Pakistan/ 1st Div

Majors

- Human Resource Management

WORK EXPERIENCE

Human Resources Officer Digital Landscape

02/2021 - Present

Karachi, Pakistan

IT company

Achievements/Tasks

- Responsible for creating the job descriptions, posting job advertisements on recruitment websites, job placement on social networking sites, using employee referrals etc
- Responsible for acquiring, assessing, shortlisting and recruiting the candidates (especially IT candidates) to fill the vacant positions
- Performs full life cycle recruitment
- Assist in developing, implementing, and improving talent acquisition strategies
- Creating talent pipelines for accommodating high-potential candidates in future opportunities

HR Executive - Recruitment & Selection Human Capital - HR Solutions (HC)

01/2019 - 01/2021

Karachi, Pakistan

Staffing Agency

Achievements/Tasks

- Meeting clients for finding candidates' qualification criteria
- Managing clients' portfolio and also maintaining good relations with them
- Creating talent pipelines for accommodating high-potential candidates in future opportunities
- Preparing candidates for interviews before forwarding them to clients
- Performs full life cycle recruitment

SKILLS

Talent Acquisition

Passive recruiting

Recruitment & Selection

Team Development

Negotiation Skills

Interpersonal skills

Leadership

ACCOMPLISHMENTS

Established the entire HR Department of Digital Landscape

Hired the multilingual Pharmacists(able to speak regional languages of Pakistan) for the DLS PFC

Set-up the Patient Facilitation Centre (for oncology patients) @ Digital Landscape

Hands-on experience of working on HRMS named "FlowHCM" by Impetus Systems

CERTIFICATES

The Recruiting Masterclass - HR Resources
(10/2021 - 10/2021)

An online course by Udemy

Recruiting, Hiring, and Onboarding Employees
(11/2021 - 11/2021)

An online specialized certification, powered by Coursera, instructed by University of Minnesota, Minneapolis, USA

Strategically build & engage your network on LinkedIn
(11/2021 - 11/2021)

A project based online certification presented by Coursera

LANGUAGES

English

Native or Bilingual Proficiency

Urdu

Native or Bilingual Proficiency