

CURRICULUM VITAE

RIZWAN AHMED FAROOQI



House# SC-12 Ibrahim
Villaz Phase 1, Malir Karachi.
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PERSONAL INFORMATION

Father's Name:

Umer Farooq

Date of Birth:

02-01-1984

Marital Status:

Married

Religion:

Islam

Nationality:

Pakistani

N I C NO: 42501-0455693-3

OBJECTIVE

Eagerly looking for a challenging and dynamic position in an esteemed organization where I could grow to achieve something over the peaks of professionalism, utilize my academic knowledge and strong potential to grow.

PERSONAL PROFILE

- ❖ Good Team Worker
- ❖ Can take initiatives when necessary
- ❖ Possess good Creativity Skills
- ❖ Hard working Skills
- ❖ Quick Learner
- ❖ Good Communication skills
- ❖ Working under pressure and meeting demanding deadlines.
- ❖ Decision-making.
- ❖ Punctual, Target Oriented and equipped with good managerial capabilities.

ACADEMIC QUALIFICATION

- ❖ B.com
From: Karachi University.
- ❖ Intermediate (Commerce)
From: Jamia Millia Degree College Karachi.
- ❖ Matric (Science)
From: Hadiri Public School.

ISLAMIC EDUCATION

- ❖ Hafiz-E-Quran from Jamia Bait-UL-Quran.
- ❖ Four year Alim course from Jamia Bait-UL-Quran

EXPERIENCE

- Working as a Senior Officer HR (Talent Acquisition) in Bank Islami (Head Office).
(March 21 to Till Date)
- ❖ Determine selection criteria.
- ❖ Plan interview and selection procedures.
- ❖ Onboarding process of new Employees.
- ❖ Enter data of new Employees in System.
- Worked as a HR Executive in Aptech Learning.
(Dec, 2016 to Nov 20)

JOB DESCRIPTION:

- ❖ Complete Recruitment Cycle.
- ❖ Interviewing and induction of candidates.
- ❖ Conduct Training as per training plan.
- ❖ Implementation of Company policies and procedures.

- ❖ Implementation of Health benefits.
- ❖ Conducting Annual appraisal and monthly performance reviews.
- ❖ Timely Updating of Employees Database including attendance and overtime
- ❖ Documentation & Updating Personnel files.
- ❖ Payroll Manage.

➤ **Worked as a HR Officer in Fabtex Apparel**

(Nov, 2014 to Nov, 2016)

JOB DESCRIPTION:

- ❖ Helping draw up plans for future personnel needs.
- ❖ Recruiting as per Departments requirements.
- ❖ Providing staff as per Departments requirements.
- ❖ Operating payroll and solve its problems.
- ❖ Counseling staff about any problems they may have, either at work or personally.
- ❖ Organize staff training sessions and activities.
- ❖ Monitor daily attendance.
- ❖ Prepare notices and advertisements for vacant staff positions.
- ❖ Participate in applicant interviews.
- Conduct reference checks on possible candidates.

➤ **Worked in M.N Garments as a H.R Assistant**

(July, 2012 to July, 2014)

JOB DESCRIPTION:

- ❖ HR Policies and Procedures.
- ❖ Providing transactional HR support across all processes.
- ❖ Maintaining employee records.
- ❖ Setting up disciplinary and grievance meetings.
- ❖ Ensuring an applicant's compliance and eligibility to work.
- ❖ All employment documentation.
- ❖ Organizing and rolling out staff training initiatives.
- ❖ Destroying documents which are no longer needed.
- ❖ Processing payroll information.
- ❖ Working closely with departments regarding temporary worker.
- ❖ Updating HR Advisors with employee relation's issues.
- ❖ Probation and performance management.

REFERENCE

Will be Provide on Request.

Extra Skills:

Graphic Designer:

Adobe Illustrator
Adobe Photoshop
(From Saylani Institute)

Oracle Software:

SQL PL/SQL
(From Orasoft Institute)

Computer Skills:

Ms. Office Urdu Inpage
Hardware Dreamweaver

(All Course Certificated from Sindh
Technical Board)