

FAHAD AHMED PARACHA

H R P R O F E S S I O N A L



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PROFILE

To be on a challenging position in an established organization where I can use my knowledge and skills to make a positive stimulus for the growth of the organization to the new heights. I am a quick learner with early adaption skills in a new working environment to work with best of my abilities

SKILLS

- Planning & Organization
- Meeting deadlines
- Interpersonal skills
- Microsoft Office
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication
- Teamwork ability
- Excellent thinking head

EDUCATION

MATRIC

Computer Science

Islamabad College for boys G-6/3

Grade B-64%

2013-2015

SECONDARY SCHOOL

Diploma of Electrical Engineering

Iqra College Islamabad

Grade B 65%

2015-2017

BACHELOR OF BUSINESS ADMINISTRATION

PMAS-Arid Agricultural University
Rawalpindi

CGPA: 3.5

2018-2022

EXPERIENCES

SENIOR HR EXECUTIVE

Python Leads

Aug 2022-March 2023

HR PUBLIC

- Managing and dealing all the HR public department.
- Completing the paper work for newly hired employees.
- Conducting HR Orientations for newly hired employees.
- Drafting all appointments, promotions, warning letters etc.

RECRUITMENT

- Completed all the tasks assigned for the Recruitment department.
- Recruited more than 250 candidates in a month.

ATTENDANCE

- Looked after the attendance of all the employees of the organization.

HR OPERATIONS

- Handled the HR Operations which includes managing the Resource Inn Software which is a data base for employees record.
- Handled all the administrative and operational functions of Python Leads.

FINANCE DEPARTMENT

- performed all the financial tasks and was an active Manager in the last two months of job.

POLICY

- Made the new policy of Python Leads and implemented it.
- Got back-to-back Employee of the month Award In November, December and January.

INTERNSHIP

HR INTERN

MICRO AGILITY SERVICES PVT
ISLAMABAD
Jun 2022-Aug 2022

- Gained experience regarding HR department.
- Learned project managing techniques.

OTHER EXPERIENCES

- 2 months experience in a **Call Centre** as an agent(**Global Outreach BPO**)
- 2 years Teaching Experience as **Home Tutor**

RESEARCH

UNIVERSITY TECHNOLOGY TRANSFER
OFFICES
AND THEIR CONTRIBUTION TO THE UNI
PERFORMANCE
WITH MODERATING ROLE OF RESEARCH
COMMERCIALIZATION (**Elected as a Best
Project**)