



# SIKANDAR RAZA

CHRP - CHRMP

## About Me

**A Certified Human Resource Professional (CHRP) & Certified Human Resource Management Professional** With extensive HR leadership experience and a proven track record of driving organizational growth and employee satisfaction, I offer over 05 years of expertise. Proficient in managing diverse HR initiatives, I bring a results-oriented mindset and continuous improvement focus to enhance any organization's HR functions.



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## LANGUAGE

- English ( Fluent )
- Urdu (Advanced)
- Pashto (Native)

## EXPERTISE

- Recruitment and Talent Acquisition
- HR Operations and Administration
- Employee Relations
- Training and Development
- Payroll Processing
- Communication and Collaboration
- Strategic Thinking
- Analytical and Problem-Solving

## EXPERIENCE



### Technical Recruiter

XAD Technologies LLC.

Dubai - UAE

2024 - Present



I am serving as an International Technical Recruiter specializing in sourcing top-tier technical talent across KSA, UAE, UK, and Pakistan. Focused on the Technology & IT sectors, I collaborate with hiring managers to craft effective recruitment strategies while ensuring compliance with international employment laws. Utilizing various sourcing methods, including online job portals, social media, professional networks, and industry events, to identify and engage with qualified candidates. Ensure a positive and professional candidate experience throughout the recruitment process. Maintain accurate and up-to-date documentation of the recruitment process

### Sr. Human Resource Executive

NETKOM Communication Technologies LLC.

Dubai - UAE

2020 - 2024



overseeing operations and Recruitment in the United Arab Emirates (UAE), Oman, and the Kingdom of Saudi Arabia (KSA). Implement HR policies, oversee 360 recruitment, manage employee records, address relations issues, create training programs, administer benefits, monitor metrics, ensure legal compliance, build relationships, and oversee payroll processing.

### Human Resource Assistant

Alfalah Marketing1

Islamabad - Pakistan

2018 - 2020



Support HR operations by assisting with policy implementation, recruitment coordination, and maintaining employee records. Aid in new employee onboarding and paperwork accuracy. Assist in handling employee relations matters, contribute to training program coordination, and manage basic HR metrics. Ensure compliance with regulations, assist in benefits administration, and provide general support in maintaining positive employee relationships.

## CERTIFICATIONS

- **CHRP ( Certified HR Professional)**
- **CHRMP Foundation**
- **Operation Management.**
- **Project Management .**
- **Recruiting, Hiring & Onboarding Employees**
- **CISCO NETWORKING BASICS.**
- **IBM Project Management.**
- **MS Office.**

## INTEREST & HOBBIES



### Human Resource Officer

**Aalyan Enterprises**  
Islamabad - Pakistan  
2017 - 2018



Manage end-to-end recruitment processes, including job postings, candidate evaluation, and interview coordination. Develop and implement HR policies aligned with company guidelines. Maintain accurate employee records, oversee performance appraisal processes, and handle employee relations matters. Facilitate training initiatives, ensure compliance with labor laws, and administer employee benefits. Monitor HR metrics, provide support in maintaining positive employee relations, and contribute to fostering a productive work environment.

### Internee Human Resource

**Parallex Solutions.**  
Islamabad - Pakistan  
2018 - 2018



Support HR team in various tasks including recruitment coordination, resume screening, and interview scheduling. Assist in maintaining and updating employee records and databases. Aid in organizing training programs and orientation sessions. Participate in HR projects related to policy development and process improvement. Provide general administrative support to the HR department. Gain hands-on experience in various HR functions and contribute to a positive work environment.

## SKILL SUMMARY

MS Excel	<div><div></div></div>	90%
MS Dynamics GP	<div><div></div></div>	85%
Bayzat ( HRIS )	<div><div></div></div>	100%
Payroll Processing	<div><div></div></div>	90%
Quick Books	<div><div></div></div>	75%

## EDUCATION

**Bachelor Of Business Administration**  
Preston University  
2016 - 2020

**Certified Human Resource Professional (CHRP)**  
The International Leadership Training Institute  
Jan 2023 - April 2023

**Certified Human Resource Management Professional Foundation (CHRMP)**  
Pearson Vue  
Sep 2023 - Dec 2023

## REFERENCES

**Will Be Furnished On Demand**