

RAMEEN RAZZAQ

PROFILE:

As a highly motivated and adaptable professional, my goal is to embark on a challenging Human Resources journey. I aim to leverage my skills to effectively contribute to HR processes, committed to learning and applying best practices in talent acquisition, employee relations, and HR administration. I am seeking an entry-level position where I can immerse myself in a dynamic HR environment, gain valuable insights, and grow personally and professionally. I am an enthusiastic team player with strong engagement and relationship-building skills, passionate about helping others reach their goals and targets.

SKILLS:

- Basic knowledge of HR practices and principles
- Understanding of the principles of business
- Microsoft Excel, WORD
- Self-learner
- Quick learner
- Familiarity with HR software: Orange HRM, Power BI and HRIS

INTERNSHIPS/ EXPERIENCE:

SHIFA INTERNATIONAL HOSPITAL – ISLAMABAD (INTERNEE)

19-SEP-24 to 22-OCT-2024 (05-WEEKS)

Recruitment and Onboarding:

- Generated Applicant IDs using HRIS software, ensuring accurate tracking and identification of new candidates throughout the recruitment process.
- Managed and shortlisted resumes (CVs), evaluating candidates based on job specifications and organizational requirements.
- Coordinated interviews scheduling appointments and maintaining regular communication with applicants.

- Monitored and updated the medical status of candidates in real-time using Google Sheets.
- Conducted thorough document verification, ensuring the completion of all necessary paperwork and legal documents for onboarding new employees.
- Maintained employee turnover records by updating details of departing employees and ensuring accurate input of replacement hires in Excel for seamless workforce tracking and reporting.
- Send the applicants for the medical before hiring.
- Making interview files for the interview one for the HR and the second for the HOD.

Training and Development:

- Facilitated strategic meetings with employees who have over 10 years of service to evaluate their roles and explore potential career development opportunities.

MUSLIM AID – ISLAMABAD (INTERNEE)

It is an NGO working for the Humanities

Assisted the HR team in candidates shortlisting process including:

- Reviewing resumes and applications
- Evaluating qualifications and skills
- Maintaining detailed records of each candidate
- Preparing offer letters

UNIDO – ISLAMABAD (USHER/MANAGER)

Certificates distribution seminar organized by the United Nations Industrial Development Organization:

- Greeted each guest warmly as they arrive
- Directed them towards the hall using clear signage or by personally escorting them
- Provided necessary information about the event such as schedule, restrooms, and emergency exits
- Set up a registration desk near the entrance
- Ensured that all guests register by providing their names and signatures
- Had a guest list and registration form ready for easy tracking

- After the event, organize certificates and any other belongings including event materials, giveaways
- Created a designated area where guests can collect these items
- Checked off each guest as they receive their certificate and belongings
- Expressed gratitude to each guest for attending
- Bid farewell and ensure a positive exit experience

SCALE YOUR ADS – RAWALPINDI (TRAINEE)

UAE-based digital marketing company

- Learned software including Adobe Photoshop and Canva to develop graphics for marketing content.
- Assisted in developing successful marketing campaigns, and managing tasks.

EDUCATION:

MS MANAGEMENT SCIENCES (HRM)

Capital University of Science and Technology (CUST), Islamabad
(September 2022 – July 2024)

- Dean of Honor Certificates in the two semesters with a CGPA of 3.79/4.
- **Thesis:** Impact of Sustainable Leadership on Employee Green Performance with the mediating effect of Employee Empowerment and moderating effect of Perceived Organizational Support.

BACHELOR OF BUSINESS ADMINISTRATION (BBA)

Capital University of Science and Technology (CUST), Islamabad
(September 2018 – July 2022)

- Dean of Honor Certificates in seven consecutive semesters of BBA securing above 3.50/4 GPA.
- Chancellor Certificates in the last semester of BBA Final Year Project (FYP) securing a 4/4 GPA.

PERSONAL ABILITIES:

- Ambitious, hardworking, energetic, and well-disciplined
- Positive thinking, self-motivated, and flexible
- Good communication skills; soft-spoken
- Strong oral and written skills