

FARRUKH MAJEED



CONTACT DETAILS

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PERSONAL SUMMARY

A highly self-motivated and ambitious professional combining a strong academic background with HR & Admin experience in both Public and Private sector of Pakistan. A multi-skilled professional with good all-round HR skills. Very capable with an ability to deal with all the recruitment and resourcing needs of an organization. Extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues. Able to work equally and effectively on own initiative and as part of teams with strong leadership capabilities demonstrated in the most challenging environments.

ACADEMIC QUALIFICATIONS

MBA Human Resource Management
University of Wales, Wales, UK (2009 – 2011)

MBA Finance
National University of Modern Languages (NUML), Islamabad (2006 – 2008)

BS Information Technology
PIMSAT (2001 – 2004)

WORK EXPERIENCE

National University of Medical Sciences, Rawalpindi

MANAGER HUMAN RESOURCE: - Jan- 2021 – Till date

To ensure handling of following matters pertaining to NUMS faculty/administrative staff: -

- Responsible for establishing and maintain communications with Constituent/ Affiliated Colleges, HEC, PM&DC and other departments as and when required.
- Tenure Track System (TTS)
- Interim Placement of Fresh PhDs Program – HEC (IPFP)
- Pay Fixation and Enhancement in pay packages (lump sum).
- Service Contract
- Process and maintain leave management – all types.
- Posting/ transfers/ attachment etc
- Probation, retention, extension in contract tenure.
- Implementation of NUMS policies, Statutes, PM&DC and HEC etc.
- Evolving of SOPs and updating/ improvement/ amendment in the policies.
- Publication of office orders (OO).
- No objection certificates (NOC).
- Preparation/ Issuance of Experience Certificate.
- Performance Evaluation Report processing, channel of reporting.
- Faculty forecasting as per PM&DC and HEC etc.
- Ensure maintenance/ updating of documents/ personal files/ dossiers.
- Data maintenance and updating.
- Resignation/ termination of service.
- Working Papers for ACM, Syndicate and BOG.
- Manage day to day operations of Faculty employment/ recruitment functions.
- Perform any other duty as assigned by the Director HR/ Addl Director HR.

AREAS OF EXPERTISE

Recruitment

Employee relations

Training & Development

Performance Management

PERSONAL SKILLS

Planning

Decision making

Communication

Recruitment & Selection

- Provide comprehensive recruitment services to NUMS Departments/ Institutions in accordance with the NUMS/ HEC & PM&DC employment rules and regulations.
- On demand of NUMS Institutions/ Directorates, advertise all the vacant posts of Faculty in newspaper and on NUMS web portal after the approval of concerned authority.
- Conduct initial screening and identify CVs of eligible candidates according to the laid down criteria.
- On receipt of shortlisted CVs or recommended candidates arrange sub selection board according to the availability of Chairman and Members.
- Float minute sheet to obtain approval of Competent Authority for recommended candidates.
- Pay Fixation/Approval for pay package (selected candidates).
- Issue offer letters to the selected candidates.
- Updated recruitment related documents, policies and procedures
- Perform any other duty as assigned by the superiors.

National University of Technology, Islamabad

DEPUTY ASSISTANT DIRECTOR OF EXAMINATION: - Nov 2018 –Nov 2019

- Assist in Command, Control & Supervise personnel employed in examination branch.
- Ensure making all arrangement necessary for holding examination and declaration of results.
- Assist & ensure security and secrecy of examinations and related material/data by adopting effective measures.
- Assist in the arrangement of smooth conduct of examination.
- Ensure & arrange venue for conduct of examination well in time.
- Assist in the preparation of results of exam and its further processing to CAP.
- Assist in the arrangement of Academic Council Meeting & ensure archiving of Minutes.
- Ensure implementations of Examination SOPs.
- Will obtain progress of “Agenda Items” of ACM from all concerned.
- Will ensure implementation of all tasks related to Junior Supervisor Exam and Assistant/LDC.
- Will ensure collection of Award Lists of ESE from concerned faculty member duly signed by HoD and Dean. Deficiency/discrepancy, if any, will be reported to Deputy Controller of Exam.
- Will arrange handing over of the answer sheets to respective faculty member on day of exam.
- Ensure that the sealed question paper handed over to Superintendent Exam on the day of exam (before the start of exam) in the absence of Deputy Controller of Exam.
- Will be responsible for printing / photocopying of question papers one week before conduct of ESE.
- Will ensure the record of all results will be kept safe in different places, namely: -
 - a. 1x CD
 - b. Computer of respective staff.
 - c. Hard copy in the folder of respective class.
- Other tasks as directed by Controller of Examination and Dy. Controller of Examination.

AWARD, HONORS

Best Badminton Player,

Best Team Player Award

Best Snooker Player

National university of Modern Languages, Islamabad

SUPERINTENDENT: - Aug 2016 – Nov 2018

- Collect and check the supply of question papers, to the examination Hall.
- Transport the question papers to the examination Hall and ensure they are stored in the designated safe secure place.
- Prepare the examination Hall for the commencement of examinations.
- Distribute question papers to candidates.
- Distribute answer books and other necessary items of stationery to candidates.
- Clearly announce instructions prior to and during each examination.
- Supervise the examination session if necessary.
- Mark the candidate attendance roll.
- Collect the candidates' worked exercises and prepare them for safe transmission to Examinations department from the concerned departments.
- Check the Award/Mark Sheet with the Answer sheet to ensure error free result.
- Make sure all the results and notifications are made well in time.
- Ensure the results should be uploaded on the notice board and on the university website.
- Verify/check the DMC's and degree's prepared by the Assistant/LDC/UDC.

Seven Software Development (Pvt) Ltd, Islamabad

MANAGER HUMAN RESOURCE: - Jan 2013 – July 2016

Dealing with all of the recruitment needs & employment issues of the company. Ensuring the timely recruitment of new employees into the business from the initial job offer being made through to their induction into the company including offer letters and contracts etc.

Duties:

- Writing job specifications and designing job adverts and post the Job Add on Rozee(Job Website)/Recruiterbox and on Social media (Facebook) and on LinkedIn company page.
- Review CV's, Shortlist them and arrange the first interview.
- Conduct first interview (Non-Technical) and also facilitate the CTO in conducting first interview (Technical).
- Schedule Second interview if necessary.
- Communicate interview result to all candidates and send an offer letter to successful candidates who accepted the offer.
- Send Probation/quarterly review form to the Scrum Master/Team Lead along with the Project Manager in the UK in order to get his feedback.
- Schedule and arrange the Monthly meeting and also Maintain Minutes of meeting in Jira.
- Dealing with redundancies, gross misconduct, and maternity leave issues.
- Dealing and advising on disciplinary and grievance procedures.
- Developing & improving existing HR procedures and processes.
- Making sure that any promotions and pay raises take effect as planned.
- Conducting inductions for new employees.
- Providing employment references for past employees.
- Writing the terms of employment & contracts for new employees
- Update Calendar (Holiday, Birthday, Recruitment)
- Facilitate the employee in reimbursement of Medical OPD.
- Coordination and facilitation of staff movement between UK and Islamabad office.
- Work with the team member, especially Finance Manager to ensure smooth running of the office affairs
- Conduct Exit Interviews of employee leaving the business.

I.T.S Rawalpindi

Editor/QA:-

May 2012 – Jan 2013

Duties:

- Job Add Posting on the Website after editing.
- Doing QA for the ad in order to ensure that the quality ad was posted on the job website.

Higher Education Commission (HEC)

Project Assistant (Admin & Account Sport Dept):- June 2007 – Nov 2009

Duties:

- Arrange and manager interview for the Sports Teachers.
- Supervise & Monitor Database of 200 Scholarship students.
- Supervise and handle all the matter of PC-1 (Promotion of Sports in the Universities of Pakistan)
- Monitor Updated record of files through the computerize file tracking system.
- Maintenance of personal files & documentation.
- Maintain record of performance appraisal/annual confidential reports.
- Preparation of Agenda/working papers for meeting and minutes of the meeting.
- Arrangements of meetings, social gathering etc.

Jang Group of Companies

Admin & Account Assistant: - April 2006 – May 2007

Duties:

- Make Billing for the advertisement companies.
- Booking the Add
- Sending Bills to the advertisement companies
- Arrange Interviews
- Maintaining the record of the add booked on daily basis
- Daily routine office work

KEY SKILLS AND COMPETENCIES

- Excellent telephonic manner and high standard of communication skills.
- Can ensure a company has the right balance of staff in terms of skills & experience.
- Experience & knowledge of Microsoft office.
- Able to analyze and interpret complex information
- Able to deal with highly confidential matters professionally & discreetly

TRAINING, RECOGNITION

- Attended Capacity Building Program organized by HEC.
- Attended English Proficiency course organized by HEC.
- Attended Training Course in “Office Procedures & Practices.
- Part of the Management Team in Seven Software Development.

REFERENCES

Dr. Muhammad Yousaf

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