

WASEEM SAJJAD

HUMAN RESOURCE PROFESSIONAL

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Summary

Dedicated Human Resource professional with hands-on experience in recruitment, payroll management, employee relations, and HR operations. Skilled in managing end-to-end hiring, onboarding, performance management, and compliance for growing organizations. Strong ability to collaborate with leadership, support employees, and maintain accurate HR records. Actively seeking an opportunity to contribute to organizational success while continuing professional growth in the HR field.

Experience

Sr. HR Associate

Preferred Technologies

(SMC)-Pvt Limited | Islamabad

July 2025- Feb 2026

Currently managing the payroll, recruitment process, selection, and the onboarding process, planning, and implementing training programs for staff and ensuring that employees follow best practices and company policies.

- Assist in end to end recruitment processes from job post creation to candidate offer stage, ensuring a smooth and efficient overall hiring process.
- Processed end-to-end payroll for 150+ employees while ensuring full statutory compliance and timely disbursement.
- Collaborating with managers and senior management to ensure that the requirements are met.
- Hiring expertise in IT, Network Engineers, Business development, Sales, Account Receivable, Medical Biller, Credentialing Analyst, Software developers, Designers and other support staff.
- Review resumes and applications, conduct initial phone screening and evaluate candidate's technical and non technical skills and experience.
- Perform Reference checks as needed. Maintain strong relationships with the candidates throughout the recruitment process, providing updates and acting as a main point of contact.
- Using various Job posting methods including job boards, Professional networks, industry events and social media platforms like LinkedIn and indeed.
- Manage Job Offer Letters, preparation of Job contracts.
- Addressing employees' queries related to HR operations.
- Manage a company's appraisal system and conduct appraisal meetings, making sure that performance appraisals should be done on time.
- Strong team collaboration and coordination abilities.
- Responsible for providing orientation, documentation, attendance and other records of the employees.
- Attending and conducting interviews with Managers, Directors and CEO.
- Any task assigned by the upper management.

HR Executive

Pro MD Solutions (SMC)

Pvt Limited | Rawalpindi

Aug 2022 – June 2025

Oversee all the **HR operations** and recruitment process, onboarding process and maintain all the employee records on time.

- Oversaw complete HR operations including recruitment, onboarding, and employee record management.
- Maintained accurate HR data and employee files using HRMS.
- Supported performance appraisals, probation tracking, and documentation.
- Assisted management in daily HR and administrative activities.
- Handled day-to-day administrative duties, including managing calendars, organizing meetings, supporting HR events, and liaising with internal departments.
- Perform Reference Check as needed
- Make sure that all the assigned tasks are completed on time.

HR Assistant | Multimedia Designer

Get Set Glow (Pvt) limited

Private Limited | Rawalpindi

March 2022 – June 2022

As an **HR Assistant/Multimedia Designer**, my roles and responsibilities were:

- Assist in the recruitment process, including job postings, resume screening, and scheduling interviews.
- Coordinate new hire onboarding, including paperwork, orientation sessions and other tasks.
- Maintain accurate and up-to-date employee records.
- Maintain and update HR-related documents, including policies, procedures, and forms.
- Designed internal communications, training materials, and HR visuals.
- Created multimedia content for social media and employer branding.
- Assisted in organizing HR events and enhancing employee engagement.
- Maintained HR documentation and contributed to a positive workplace culture.

CORE HR SKILLS

- Talent Acquisition and Recruitment
- Payroll Processing and Compliance
- Employee Onboarding and Orientation
- HR Operations and Administration
- Performance Appraisal Management
- Employee Relations
- HR Policies and Documentation
- Interviewing and Screening
- Training Coordination
- Data Management and HRMS

Technical Skills

- MSOffice (Excel, Word, PowerPoint, Outlook)
- HRMS and Payroll Software
 - Flow HCM
 - Prime HRSM
 - CureCloud HRMS

Education

Federal Urdu University, Islamabad
BBA (Hons) Specialization in HR
2017 – 2022

Jinnah Institute of Informatics and Commerce
I-COM (Commerce, Stats, Banking)
2016 – 2018

Allied School System
Matric (Comp, Math, Phy)
2014 – 2016

References

Can be furnished upon demand.