

Faraz Sadiq Iftikhar Malik

S/o Adeel Ahmed Malik

Rawalpindi, Pakistan | 0336-7337798 / 0302-9122092

Email: farazsadiq123@gmail.com

LinkedIn: <https://www.linkedin.com/in/farazsadiq/>

SUMMARY

Dynamic HR Specialist with international recruitment experience across the UK, Saudi Arabia, Thailand, and Mexico. Proven expertise in client relationship management, onboarding, and talent acquisition strategy development. Skilled in technical proposal drafting and candidate evaluation for both public and private sector organizations. Entrepreneurial co-owner of small businesses with hands-on experience in marketing, finance, and operations management.

WORK EXPERIENCE

1. **HR Specialist | HR Business Solutions Private Limited (HR Consultancy) |** Islamabad, Pakistan (06/2025 – Present)

- Sourced and recruited candidates for international clients across the UK, Saudi Arabia, Thailand, and Mexico.
- Developed and maintained client relationships and managed onboarding processes.
- Drafted technical proposals for public sector tenders.
- Evaluated and shortlisted candidates for various roles.
- Collaborated with clients to align recruitment strategies.

2. **Retail Development Intern | Attock Petroleum Limited |** Rawalpindi (06/2024 – 08/2024)

- Gained exposure to site development and retail operations.

3. **Co-founder / Co-owner | Shandaar Plants** | Islamabad (01/2024 – Present)

- Developed self-watering pots and business strategy.

4. **Co-owner | F&F Foods** | Rawalpindi (05/2019 – Present)

- Managed financials and marketing strategies.

EDUCATION

- MS – Supply Chain Management | Bahria University | Islamabad (01/2026 – Present)
- BBA –HR | FAST - National University of Computer and Emerging Sciences (NUCES), Islamabad (08/2021 – 06/2025)
- A-Levels (Humanities) | Beaconhouse Margalla Campus | Islamabad (2019 – 2021)
- O-Levels (Humanities) | Beaconhouse Satellite Town | Rawalpindi (2019)

PROJECTS

- **Business Plan: Shandaar Plants** – Developed full business plan including market analysis and financial forecasts.
- **Research Project** – Effects of employment arrangements on job stress and performance.
- **Consumer Behavior Project** – North Focals marketing strategy.

ACHIEVEMENTS & ACTIVITIES

- Security Team Member – NASCON'23
- Security Coordinator – NASCON'24
- Security Team Advisor – NASCON'25
- Officer Events – Fast Management Society (2023–2024)
- Management Team – 74th Convocation

- Security Team Member – Fast Adventure Society
- Organized seminars and guest speaker sessions
- Usher – Job Fair 2024
- Usher – Curriculum Revamping Training Program
- Orientation Guide – 2023 & 2024

SKILLS

HR Consultancy | Recruitment | Candidate Sourcing | Onboarding | Client Servicing | Technical Proposal Drafting | Employee Management Solutions | Marketing | MS Office (Word, Excel, PowerPoint) | Canva | Prezi | Strong Communication | Team Collaboration | Organizational Skills