



Roman Fazal

Nationality: Pakistani **Date of birth:** 15/04/1987 **Gender:** Male

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Home: H/no A 25 musharraaf labour colony endustrial estate hayatabad phase 1
peshawar H/no A 25 musharraaf labour colony endustrial estate hayatabad phase 1
peshawar, 25000 Peshawar (Pakistan)

ABOUT ME

I am a detail-oriented HR Manager, M.Phil qualification and more than 7 Years of experience in the department of Human Resource Management and Administration. My experience include overall Staff Management range from Recruitment & Selection to Rightsizing of staff and overall office Management. In addition I have done all the work of a Coordinator and Document Controller My achievements include the starting of a new company where I was first employs as a HR Manager, and now it consists of more than 500 employees.

WORK EXPERIENCE

HR Manager

Vivo Electric Pvt. Ltd Pakistan

City: Peshawar

Country: Pakistan

Managing overall hiring process
Recruitment & Selection process
Training arrangement
Performance appraisal
Salaries and other benefits
Employee record keeping in Database system
Managing data of all Wholesalers and Retailers in database
Daily, weekly and monthly reporting of sales and inventory nsibilities.

Coordinator

Etisalat Facilities Management [2015 – 2016]

City: Abu Dhabi / Al Ain

Country: United Arab Emirates

Interview documentation
Hiring record keeping
Termination process and record keeping
Arrangement of medical
Arrangement of finger prints
Arrangement of employee
Arrangement of Etisalat Card
Staff attendance
Time capturing
Uniform and PPEs arrangement
Dealing with Client
Sub-Contractor registration
Sub-Contractor RFQ
Invoicing of Client Invoicing of Sub-Contactor
Side Diaries
Material Reconciliation

Store Record
Material request through Maximo
Staff request in ESS

Team Leader

Pakistan Red Crescent Society (PRCS) [2013 – 2014]

City: Peshawar

Country: Pakistan

Team Leader for Assessment
Assessment of Earthquake effected areas
Assessment of Flood affected areas
Distribution of FI & NFI in affected areas
Arrangement of duties for the Volunteers
Team Leading of Volunteers for training
Check & balance and feedback on volunteer 's work
Tasks and responsibilities

EDUCATION AND TRAINING

M.Phil (Management Sciences)

[2012 – 2014]

City: Peshawar

Country: Pakistan

MBA (Human Resource Management)

[2008 – 2010]

City: Peshawar

Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s): **English (Professional) | Chinese (Basic) | Arabic (Basic)**

DIGITAL SKILLS

Microsoft Office / Google Drive / Outlook / LinkedIn / Organizational and planning skills / Social Media / Team-work oriented

DRIVING LICENSE

I am having valid UAE Driving License
