

Hunain Pervez

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Profile

To find a suitable job commensurate to my work and educational experience.

Strengths & Skills

Administrative Skills
Microsoft Office

Meetings Management
Adobe Photoshop

Communication Skills
Adobe Audition

HRMIS / ERP
Adobe Premiere

Education

MBA (HR) Air University Islamabad, 2011

B.Com Punjab College of Commerce Rawalpindi, 2008

ICS Punjab College of Information Technology Rawalpindi, 2006

SSC Mannar Public School Rawalpindi, 2004

Experience

Jnr. Manager HR

August 2022 - Present

Fauji Foundation Head Office

Rawalpindi, Pakistan

Fauji Foundation Private Hospital Project (Eastridge Hospital)

Assistant Director HR

June 2021 - August 2022

Fazaia Medical College, Air University

Islamabad, Pakistan

- Draft increment letters of faculty members.
- Draft offer letters to new employee.
- Draft Renewals/Faculty.
- Draft Resign/termination letters, end of service letters and minutes approvals.
- Draft Appointment letters (faculty) and minutes approval.
- Draft notifications; policy related and training sessions related.
- Training correspondence with CPD Department. Send/Receive nominations from departments.
- Salary related correspondence with finance department.
- Advertisement correspondence, minutes approval and rectification with designer.
- Experience Letter/NOC's of faculty members.
- Job Posting on web portal.
- Longlisting/shortlisting-correspondence with HoDs.
- Organize selection board for faculty positions.
- Booking of venue, correspondence with IT Department for board assistance, panel availability confirmation, subject specialist correspondence/ confirmations/ emails, correspondence with candidates for selection board, and E-mails to candidates for application forms.
- Supervise HR intern assignments.
- Generate HR reports time to time as required by Deputy Director HR FMC.
- Handle HR departmental issues in the absence/leave of Deputy Director HR.
- Acting Deputy Director HR Fazaia Medical College for 5 months.

HR Officer

October 2017 - June 2021

IHS (Integrated Health Services)

Islamabad, Pakistan

- HR Audit of Health Facilities (Region wise + District wise) field visits at Sindh.
- Coordination on HR Automation & HR App Development.
- Maintain Monthly Pay-Roll, Deductions, Leaves (Regions + Head-Office)
- Long-Listing, Short-Listing of Applicants (Region wise)
- Conducting Tests \ Interviews.
- Maintaining Personal files folders (Region wise).
- Issue New Temporary or Permanent Bio-Metric Employment Cards.
- Other HR day-to-day Operations.
- Implementation of HR ERP Module.

Freelancer

November 2016 - December 2017

Online Hiring

Islamabad, Pakistan

- Third Party Hiring
- Online Shortlisting (create pool of candidates)
- Conducting 1st interview.

HR Officer

November 2014 - November 2016

Air University

Islamabad, Pakistan

- Conducting Tests \ Interviews \ Faculty Presentations.
- Maintaining Personal files folders& (Faculty + Management Staff) leaves record.
- Issue New EFU Polices and maintaining Pak-Qatar, Askari Medical cards.
- Creating, Analyzing & Comparing data within the University and with other Universities.
- Training & Development, correspondence with training enterprises, nominations of employees, and training approvals.

Office Supervisor

March 2012 - April 2013

Islamabad Wire Netting

Islamabad, Pakistan

- Monthly / weekly recovery from the market.
- Preparing bills, invoices and bank letters.
- Maintaining monthly salaries / weekly-wages.
- Placing new orders for raw material and supervise normal wear and tear.

HR Internee

July 2010 - August 2010

Zarai Taraqiati Bank Ltd

Islamabad, Pakistan

- Reviewing files of new applicant.
- Assist HR manager (AVP) in conducting job interviews and tests.
- Assist HR manager (AVP) in compiling test results according to their domicile.
- Study of employee's annual reports.
- Assist officer grade-1 for compiling and managing reports.
- Courses in Training department of ADBP:
- Employee's Performance.
- Manager customer's relation.
- Managing cash flows (payables and receivables)

Projects

AU Activity Calendar

July 2016 - August 2016

Air University

(http://www.au.edu.pk/uploads/downloads/Activity_Calendar2016_17.pdf)

Tools: Microsoft Office, Adobe, Coral-Draw

Functional Areas

- Human Resources
- Accounts, Finance & Financial Services
- Management Consulting

Languages

- Urdu - Native
- English - Medium
- Punjabi - Medium

Industries

- Education/Training
- Project Management
- Healthcare/Hospital/Medical
- N.G.O./Social Services

Hobbies

- Driving
- Cinematography
- Video Making
- Photography