

Farhan.I.Malik

☎ 0092-312-5435509

✉ farhan.malik1003@gmail.com

Date of Birth: 12 –Nov – 1985

Residential: Ajman, UAE



Dear Respected Hiring Manager,

I am writing to express my interest in your vacancy for the mentioned job, which was advertised in this platform.

As an experienced professional who possesses extensive HR, Operations and Admin knowledge with strong leadership and managerial skills with superb relationship management abilities, I feel I would be an ideal candidate for the position.

A review of my attached CV will quickly confirm to you that I am able to design and implement process improvements aimed at streamlining activities whilst at the same time driving up performance and quality. However what my resume may not show is my ability to provide motivational and inspirational leadership to supervisors and key staff, thereby helping them to develop themselves and their departments further.

My experience to date has equipped me with a multitude of relevant skills in not only IT platforms, but also in running core areas of any HR and operational setup. I consider myself to be a technically minded individual who is capable of working in a fast paced and ever changing environment and who is eager to learn about the latest platforms and technologies as they emerge. As a prolific trouble shooter, I am comfortable with tackling problem right through from detection to resolution. My core strengths include Operations, HR and Procurement as well.

I look forward to the opportunity to meet with you to learn more about your firm, its plans and goals, and also to discuss how I might contribute to its continued success.

YOURS SINCERELY,
FARHAN I MALIK

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Objectives:

I will be really honored to join and serve your organization, for the sake good working and professional environment where I can share my educational and professional experiences, with maximum possible outcomes for the organization.

Areas of Interest:

- Human Resource Management
- Personal Management
- Marketing Management
- Administration
- Internal Auditing
- Event Management
- Training & Development
- Performance Management
- IT Project Management
- Operations Management
- Business Development
- International Recruitment
- Customer Relationship
- Policies and Monitoring

Academic Qualification:

- **MBA (General)** **2016**
Anglia Ruskin University, Cambridge, UK , Grade B+
- **Extended Postgraduate Diploma in Business Management** **2015**
Anglia Ruskin University, Cambridge, UK, Distinction
- **Masters in Computer Science** **2011**
Muhammad Ali Jinnah University, PK, Silver Medalist
- **Graduate Diploma in Business Management.** **2006**
HI-Tech International Group of Colleges, PK, Distinction
- **Bachelors of Arts with Journalism and International Relations** **2005**
University of the Punjab, PK, Pass

Certifications:

- **Certificate in Event Management** **2008**
ICCI, PK
- **Certificate in Human Resource Management** **2008**
ICCI, PK
- **Certificate in Motivation Skills** **2009**
ICCI, PK
- **Certificate in Enhancing Leadership Skills** **2010**
ICCI, PK
- **Certificate in Database Management** **2010**
Muhammad Ali Jinnah University, PK

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Professional Experience:

- **HR Manager, GCSS (PVT) Ltd, Islamabad, Pakistan, February 2016 - Present**

Working as HR Manager, Jobs responsibilities for mentioned organization which includes

Human Resource Development Responsibilities:

- Implementation of SOP's and policies pertaining to;
- Ensures legal compliance by monitoring and implementing applicable requirements;
- Completes human resource operational requirements by scheduling and assigning employees following up on work results;
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems;
- Overall redesigning of HR policy manual and Employee handbook;
- Employee Engagement policies and procedures;
- HRD policies, procedures and implementation;
- Overall training of the HR department for efficient working and smooth running;

Recruitment, Clearance, Payroll and Performance Management Responsibilities:

- Writing job adverts and posting them on newspaper and online job boards;
- Shortlisting for interviews;
- Assisting in selection process by taking first interview'
- Forward applicants resume for the final interview by the management;
- Attending exit interviews;
- Researching a employees references and academic qualifications;
- Preparing and issuing employment contracts to new employees;
- Making NCA and NDA of new employees;
- Setting up and maintaining a employee's personnel files;
- Updating both manual and electronic personnel records when a employees personal details change;
- Organizing induction training for new staff;
- Maintaining the employees payroll and timesheet data;
- Involved in the performance review of staff;
- Authorizing and issuing pay-slips;
- Making Indemnity bond, experience letters and final settlement;
- Reading all correspondence including inquiry letters, job applications and CVs that are sent in;
- Maintain attendance management system portal;
- Involved in the disciplinary and grievance procedure;
- Dealing with the administration for placements and apprentices.

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- Recording and monitoring of performance and announce bonuses;
 - Dealing closely with Operation Managers, IT Managers, Support Engineer Manager and Finance Manager;
 - Reporting directly to VP.
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- **Operations Manager , Maximor Security, London, UK, Feb 2015 - Jan 2016**
Worked as an Operations Manager, Jobs responsibilities for mentioned organization which includes
 - Hiring and Firing of Staff;
 - Training and Staff Development;
 - Dealing with Compliance Issues of Staff;
 - Rostering of Officers;
 - Supervision and leadership of a team of security officers;
 - Responsible for the delivery of alternative solutions in case of absence of security officer;
 - Make Business Relationships with Third Parties Security Companies and new Clients;
 - Coordination with control room, business development manager and other companies operations manager;
 - Covering the markets like Corporate Security, Manned Guarding - Management & Operations;
 - Manned Guarding - Officer & site personnel staff, Retail Loss Prevention, Electronic Security, Risk Management;
 - Dealing with police authorities in case of any crime happen;
 - Implementation of security guidelines (Assignment Instructions etc.);
 - Fulfill the requirement of Risk Assessment;
 - Ensure Health & Safety procedures are followed;
 - Work closely with with emergency services such as NHS, UK Border Agency etc;
 - Dealing with Inward and Outward invoices;
 - Site Visits for Induction Purpose and Training to Security guards.
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- **Project Manager , Step In (Pvt) Ltd, Islamabad, PK, Jan 2013 - March 2014**
Worked as an Project Manager, Jobs responsibilities for mentioned organization which includes
 - Making Operations department team by taking a second interview;
 - Give recommendation of new candidates to VP;
 - Provide Technical and HR training to new project coordinators;
 - Evaluate the performance of the operations team members;
 - Devising and maintaining office systems, including data management;
 - System design and implementation;
 - Define policies and strategies for smooth running of operations of an IT projects;
 - Managing operational teams;
 - Ensuring smooth running of operations;
 - Designing and developing quality assurance mechanisms;
 - Designing and developing SOPs of IT operations;

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- Preparing documentation, briefing papers, reports and presentations for clients on behalf of management;
 - Developing timelines for operations/projects deliverables;
 - Looking after administration matters of sub office;
 - Using IT systems/soft wares to keep track of projects/tasks progress;
 - Communication with international clients;
 - Overseeing the costing and billing of operations;
 - Prepare and maintain all projects/operations documentation including service delivery plans;
 - Leading and directing Project/Operations team members;
 - Taking the meeting minutes where applicable and follow up with relevant department head;
 - Carrying out background research on assigned task and presenting findings;
 - Any other task assigned by VP;
 - Document, design implementation plan covering logistical, financial, technical and human resource needs of an IT projects.
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- **International Recruiter , Step In (Pvt) Ltd, Islamabad, PK, Jan 2011 to Dec 2012**
Worked as an International Recruiter, Jobs responsibilities for mentioned organization which includes:
 - Work on sourcing of candidates needed globally for IT tasks, projects and positions;
 - Define and document international resources recruitment procedure;
 - Technical searches for temporary and permanent international staffing opportunities;
 - Email, Call and qualify international candidates;
 - Daily interaction with Operations Team working on open requirements;
 - Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits;
 - Determines applicant requirements by studying job description and job qualifications;
 - Attracts applicants by placing job advertisements; contacting recruiters, using newsgroups and job sites;
 - Make calls to find out interest of new or existing candidates and prepare a pool of available candidates for tasks/jobs;
 - Perform compensation discussion and update Operations team;
 - Perform Availability discussion and update Operations team;
 - Presentation/Documentation of Recruitment Activities project wise;
 - Maintaining Payroll of International Employees;

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- **Admin Officer , Step In (Pvt) Ltd, Islamabad, PK, Jan 2007 to Feb 2009**

Worked as a Admin Officer, Jobs responsibilities for mentioned organization which includes

- Manage office supplies stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Book meeting rooms as required
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business developments

Hobbies:

- Swimming
- Bandminton
- Table Tennis
- Gymnastic

References:

It will furnished on request.

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