

Education

University of Engineering & Technology, Lahore
MBA, Human Resource Development | Lahore
February 2018 | 3.3 CGPA

University of Engineering and Technology
BBA (Hons.), Human Resource Development | Lahore
June 2014 | 3.3 CGPA

Board of Intermediate and Secondary Education
Intermediate, Engineering | Lahore
September 2010 | 67%

Board of Intermediate and Secondary Education
Matric, Science | Lahore
August 2008 | 83%

Certifications

Analyzing And Visualizing Data With Power BI Tools
Pakistan Institute of Management - Ministry of Industries & Production - Govt of Pakistan.
Starting June 2023

Digital Marketing
<https://digiskills.pk/verify/>
Virtual University of Pakistan- DigiSkills
Starting May 2022

Freelancing
<https://digiskills.pk/verify/>
Virtual University of Pakistan- DigiSkills
Starting May 2022

Forex Trading A-Z™ - With LIVE Examples of Forex Trading
<https://www.udemy.com/certificate/UC-2PHSPUEG>
Udemy
Starting April 2019

Improving Personal Effectiveness
Pakistan Institute of Management - Ministry of Industries & Production - Govt of Pakistan.
Starting April 2018

Project Based Course on Excel VBA (Visual Basic for Applications) and Excel Macros
Udemy



Faizan Anjum

32 years old
Officer @ Punjab Education Foundation

Summary

Dynamic and results-driven Human Resource Management professional with over eight years of comprehensive experience. I excel in managing HR functions with precision, from recruitment and talent acquisition to employee relations, performance management, and compliance. Known for my ability to navigate challenges and meet tight deadlines with a motivated, proactive approach, I am committed to driving organizational success. My strengths are problem-solving, strategic communication, and fostering a positive work environment. Passionate about continuous learning and professional growth, I am eager to contribute to a forward-thinking organization that values innovation and development.

Specialities



Work Experience

102 Months

Feb 2016 - Aug 2024

Officer- HR
Punjab Education Foundation

- Collaborated with departmental managers to strategize, and plan human resource requirements effectively, ensuring a seamless hiring process.
- Conducted full-cycle recruitment including drafting of advertisement, screening candidates and participation in selection/examination committee.
- Facilitated employee onboarding and orientation to ensure seamless integration and productivity.
- Handled HRIS management and reporting, maintaining accurate and up-to-date employee records.
- Processed payroll meticulously for interns, daily wagers, and temporary staff on monthly basis.
- Developed key performance indicators (KPIs) based performance appraisals, fostering continuous improvement, fostering employee productivity and professional growth.
- Effectively arranged employee training sessions through Annual Training Needs Assessments, coordinated diverse training, and employee development ensuring a conducive work environment.
- Established and maintained effective liaisons with external organizations, Government departments, and autonomous bodies.
- Streamlined document preparation for audits and corporate records requirements and provided requisite reports.
- Assisted in employee onboarding and contract issuance for new joiners.

4 Months

Oct 2015 - Feb 2016

Executive Assistant
Punjab Education Foundation

- Maintained detailed and up-to-date employee sheets.
- Managed application forms of candidates for advertised posts.
- Ensured accurate data encoding for different opened positions in compliance with S&GAD 2004-2016.
- Assisted in recruitment processes, including interview panel support, document verification, and result preparation.

Skills

Interpersonal Skills

- Facilitated joining formalities and contract issuance for newly hired candidates.
- Coordinated with relevant departments for new appointments.
- Conducted recruitment for intern batches to fulfil human resource needs and pipeline tasks.
- Issued offer letters to candidates hired for various positions and intern batches.
- Prepared and submitted monthly attendance reports and IOM for each department.
- Maintained and updated leaves balance in HRMIS/leaves register.
- Processed monthly meal allowance claims for employees.
- Skillfully handled court replies for various cases and inquiries filed against the organization.

Work Experience

6 Months

Mar 2015 - Sep 2015

HR Intern
Punjab Education Foundation

- Designed advertisements for different posts in accordance with HR manual and recruitment needs.
- Maintained employee sheets with detailed and updated information.
- Managed application forms of candidates applying for advertised positions.
- Ensured accurate data encoding for various open positions following S&GAD 2004-2016 guidelines.
- Assisted in recruitment processes, supporting interview panels and verifying candidates' documents for result preparation.
- Facilitated joining formalities and assisted in contract issuance for newly hired candidates.
- Coordinated with relevant departments for smooth handling of new appointments.
- Conducted recruitment for intern batches to address human resource needs and pipeline tasks.
- Issued offer letters to candidates hired for different positions and intern batches.
- Prepared and submitted monthly attendance reports and IOM for each department.
- Maintained and updated leaves balance and entered leaves record in HRMIS/leaves register.
- Processed monthly meal allowance claims submitted by employees.

1 Month

Aug 2014 - Sep 2014

HR Intern
Pak Elektron Limited (PEL) Lahore

- Focused on the 3rd and 4th batch of internees of summer internship 2014
- Assisting: Assisting the more than 200 interns of summer 2014 session at Pak Elektron Limited Lahore
- Orientation: Orientation for the internees to the relevant department and with the rules and regulations of company
- Documentation: Assisting in the operations of documentation of internees and issuing them offer letter and certificates relevant to department
- Consulting: Handling the inquires and complains of internees and providing
- Data Entry: Entering the data of resumes and relevant internees details

1 Month

Jul 2012 - Aug 2012

Intern (Business Development)
Dawood Hercules Fertilizers Limited

- Focused on the off take of fertilizers and handled record of contractors
- *Data Entry:* Maintained excel sheets and analyzed data related to district wise off-take of fertilizers
- *Reporting:* Reported to business development manager and business analyst
- *Management:* Managed data of contractors of fertilizers dealer
- *Report Writing:* Prepared on cement and paint industry and suitable competitors' future moves

Awards

Career Prep & Job Skills Training Fellowship, Amal Academy
May 2014

Industries

- Education/Training

Languages

- Urdu - Native
- English - Medium
- Punjabi - Medium
- Arabic - Beginner
- French - Beginner

Functional Areas

- Human Resource

Hobbies

- Cycling
- Gardening