

## Curriculum Vitae

# Sohail Rashid



Human Resources consultation Recruitment Specialist, Client Management, HR Project Coordinator, Operation, HR Administrator/Coordinator, IT Support Technician, (10 Years' Experience holder)

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### Highlights

- Project Management in Human Resources, Recruitment & Operation, good knowledge of local business activities, able to juggle multiple activities in a day.
- Office Management, Records Management, Executive & Administrative Support, Customer Relations & Communications, Meeting, Payroll Administration,
- Utilize MS Office (Outlook, word, Excel, PowerPoint) for communications, expense tracking, reporting, and presentation. Also maintain contact management database,
- Generation of day-to-day report, Coordination with personnel (HR) administration and with clients. Implementation of new project / modification. Employee Related Issues.
- Independent thinking skills, High level of safe Environment, High Energy Level, Ability to work under pressure, Fluent English, Good Arabic Oral and Written Skills

### Training & Other Skills

Quality Management System Essentials based on ISO 9001:2015 Training Courses.  
6 Month Course AutoCAD 2D + 3D in International Institute of professional studies.  
6 Month Basic Computer Course in info Logix Institute of information technology.  
2 Month Course in IT center (REG Islamabad) Pakistan  
2 Month Professional courses for Smart phone Software and Hardware  
2 Month specialize in SEO/SEM, Digital marketing and Social Media Marketing.

### Computer skills

MS Word, MS Excel, Outlook, Power Point, Adobe Photoshop, Corel Draw, Networking IN Page, ERP, SAP, Windows, Apple, and expert in All use of computer Technology and Software's Well Known All Uses of management Software's.

### Personal Details

Date of birth: July 29-1988  
Nationality: Pakistani  
References: Available on request

Marital status: Married  
Languages: Fluency in Arabic, English and Urdu  
Qualification: Graduate in Business Administration

### Projects & Clients Working With



# Experience

## **June 2017 To Present: HR Project Recruitment Operation, HR Project, and Client coordination, At Saudi Intelligent Solution**

- Negotiating contracts, headhunting
- interviewing and assessing prospective applicants and matching them with vacancies at client companies
- screening candidates and drawing up shortlists of candidates for clients to interview
- organizing interviews and selection events, planning for the advertisement of vacancies
- helping applicants to prepare for interviews, building relationships with clients.
- Leads investigation and resolution of employee issues and provides guidance to line managers on performance management and corrective action procedures.
- Provide consultation to managers and counsel employees/managers on people issues.
- Provide consultation to leaders and employees related to complex performance management issues.
- Manage and deliver the recruiting process through various selection methods, screen applicants and provide hiring recommendations to management.
- Drive the career path framework and training and development frameworks.
- Educate managers and supervisors in performance management, training, and interpreting company policies and procedures.
- Assists managers and employees with logistics and systems in goal setting and performance appraisal actions, as well as talent acquisition.
- Develops positive working relationships with peers, customers, employees, and management to effectively complete work activities.
- Provide support for HR Business Partner team and management with overflow work and ad hoc projects.
- Provide support to employees and managers throughout the full employment life cycle.
- Provide support for Talent Acquisition with overflow work and ad hoc projects.
- Workday entries/changes within agreed SLAs and as per the Quality standards.
- Advantageous to have worked in a HR Shared Services Function previously.
- The first point of contact for employee and manager queries on employment, benefits and policies.

## **May 2013 to May 2017 (5 Years) Executive Secretary & Operation Coordinator at Al-Rajhi Steel Industries**

### Key Responsibilities

- Partnered with computer training managers for various tasks related to in-house computer classes for administrative employees, such as registration and enrollment confirmations, preparation, assembly and distribution of curriculum materials.
- Prepared correspondence, memoranda and other legal documents from written and oral drafts, standard correspondence and other documents. Transcribed dictation.
- Proofread pleadings and discovery documents.
- Provided administrative support to the Director, Deputy Director and Other action officers.
- Used computers for various applications, such as database management or word processing.
- Organized and maintained an efficient and effective office that handles a variety of tasks for the administration,
- Prepared and organized paperwork and other materials as needed for meetings, new hires and expense reports.
- Reviewed invoices calculated the cost of materials and updated payroll and expense reports Front office management, payroll, personnel, budget, work schedules, classroom schedules.
- Handle HR related documentation and records, Act as the first point of contact for all human resource related activities.
- Assist human resource managers during recruitment and induction procedures, Create and maintain liaison with external recruitment agencies.
- Coordinate in-house training activities and track training sessions, Assist HR in performing background checks and reviewing references.
- Assist Managers in day-to-day coordination and management of business operational activities.
- Monitor, control and manage business operations to meet customer expectations and company goals.
- Liaise between customer and management to ensure smooth operations delivery.
- Coordinate and manage project tasks to ensure project delivery within allotted budget and timelines.
- Ensure compliance with company standards and procedures.
- Build and maintain strong customer relationship through regular meetings and communications.
- Evaluate current operational performance and provide strategic plan for improvements.
- Provide direction and guidance to internal teams to achieve performance targets.
- Identify problems in operations process and resolve them in quickly and timely manner.
- Follow standard operating procedures for efficient business operations.
- Maintain clear and accurate operations documents/procedures for reference purposes.

- Design and implement overall recruiting strategy
- Consult with managers to discover staff requirements and specific job objectives
- Write and post job descriptions on career websites, newspapers and universities boards
- Source candidates by using databases and social media.
- Evaluate and screen resumes and cover letters.
- Use recruiting tools like tests and assignments to assess candidates' skills.
- Conduct phone, Skype and/or in-person interviews.
- Provide a shortlist of qualified candidates to hiring managers.
- Help the hiring team with recruiting methods and interview questions.
- Contact new employees and prepare onboarding sessions.
- Prepare new hire paperwork ensuring legislation requirements are met.
- Maintain a complete record of interviews and new hires.
- Stay up to date with current recruiting methods.

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**Jan 2010 to Feb 2013 (3 Years) Executive and IT Support Technician at NADRA Pakistan**  
**Key Responsibilities**

- Manning the IT help desk and providing instant solutions to IT issues
- Keeping up to date with all Microsoft Office & ERP operating systems
- Running diagnostic checks and servicing essential IT hardware
- Explaining complex IT issues to non-technical employees
- Identifying and solving IT problems and logging them into the relevant databases.