



AHMED HAFEEZ

HR Generalist

HR Incumbent with exceptional attitude of Learning new global HR practices.



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Deira Dubai



Visa Status: Visit Visa till 06 Dec

LANGUAGE

- English
- Urdu
- Punjabi

SKILLS

- Recruitment & Selection
- New Hire Trainings
- HR Operations
- Business Development
- Digital Marketing
- Policy Management
- Media Planning
- Performance Management
- Graphic Design (CANVA)
- Content Development

INTERESTS

- Digital Marketing
- Management social media
- AI Tools
- Social Media Marketing
- Administration
- Procurement

EXPERIENCE

HR Generalist

Al Mumayazis - Premium Channel Partner of Etisalat

07/2022 – 09/2023,

Faisalabad

A BPO service provider to Etisalat for their new telecommunication & broadband services.

Tasks

I am responsible for Developing & Setting up policies, monitoring of whole staff to ensure the Compliance on Organization Policies and operating procedures.

Recruitment Campaigns and Hiring Processes are my prime roles. In house Training programs of new or existing staff, Performance Management & Reward Structures along with compensation & benefits plans.

Business Development Executive

Zulfiqar Herbal Archives

09/2020 - 05/2022,

Faisalabad

An herbal medicine organization based in Faisalabad, Lahore & Peshawar Pakistan

Achievements/Tasks

I have managed their social media handles in which performed **sales online**, client engagement, **Ad campaigns**, **community management**, **content creation** as well.

Marketing Executive

Links Media

12/2019 - 10/2020

Faisalabad

A BPO service to American research-based organizations

Achievements/Tasks

My job was to **convince American citizens to provide online surveys** regarding, Health Care, Health Insurances, Student Loans etc.

EDUCATION

Bachelors Public Administration

Govt Collage University

2018 - 2022,

Faisalabad

Courses

- Human Resource Management
- Sales & Marketing
- Management