





Raja Toqeer Ahmed

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Academic & Professional Background	<ul style="list-style-type: none">• <u>Masters in Science</u> Shah Abdul Latif University, Khairpur. Major in Human Resource Management. • <u>Bachelor Of Business Administration</u> Sukkur Institute of Business Administration. Major in Human Resource Management. 
Personal Profile	To join a team of innovative, methodical and motivated individuals of an organization and to excel for the glory of the organization.
Job Experience	<p><u>Begum Nusrat Bhutto Women University Sukkur (February 2021– Till present)</u></p>  <p><u>Working as Deputy Director Admission (Acting Charge)</u></p> <ul style="list-style-type: none">• Develop and implement admissions policies and procedures• Oversee the admissions process from application to enrollment• Collaborate with other departments to ensure a smooth admission process• Develop and maintain relationships with high schools and other educational institutions• Manage and train admissions staff• Ensure compliance with all relevant laws and regulations• Manage the admissions budget• Represent the institution at admissions events and conferences• Collaborate with marketing and communications teams to promote the institution to prospective students• Work with academic departments to ensure that admissions standards align with the institution's academic goals• Contribute to strategic planning and decision-making as a member of the institution's leadership team <p><u>Worked as Assistant Registrar (February 2021-Till present)</u></p> <ul style="list-style-type: none">• Maintain regular liaison with university departments including the Library, IT section and the academic departments to ensure the requirements and responsibilities are being fulfilled as a degree awarding University

- Coordinate regular meetings between faculty, ORIC and Academic Coordination Committee for the purpose of advancing academics and research directives
- Make general correspondence on establishment matters within/outside the University as may be directed.
- Disseminate the information to the concerned and initiate necessary actions as per directives received from the Competent Authority
- Perform such other duties as may be assigned by the Competent Authorities whenever required.

Fauji Fertilizer Bin Qasim Limited – (Fauji Foods Limited, Bhalwal) March 2018 – April 2019



Worked as Management Associate-HCM

- Attendance management and leave record of all Plant Site employees as per company's HR policy and legal requirements.
- Pre-employment activities include conduction of employment tests, lining up interviews & medical evaluation for different tier levels at plant site.
- Post-employment activities like, joining of new employees at plant, FFL employee's cards for their identification, orientation activities, processing of initial payroll.
- Dealing with medical insurance regarding new registration, addition/deletion of family members of employees and medical claims recover.
- Scheduling training sessions, organizing information technology and other equipment.
- Developing and ensuring healthy work relationships and a supportive atmosphere at the workplace.
- Processing of employee's transfers/ terminations/ resignations/ confirmations as per company requirements.
- Promoting a positive and open work environment where employees feel comfortable speaking up about issues.
- Providing EOBI & Social Security Facility to all daily wagers and permanent staff.
- Dealing with employee requests regarding human resources issues, rules, and regulations.
- Orienting new employees to the organization (setting up a designated log-in, workstation, email address, etc.)
- Serving as a point person for all new employee questions.
- Preparing new employee files. Performing file audits to ensure that all required employee documentation is collected and maintained.
- Completing termination paperwork and assisting with existing interviews.
- Maintaining current HR files and databases.
- Properly handling complaints and grievance procedures.
- Posting job ads and organizing resumes and job applications.
- Scheduling job interviews and assisting in interview process.

Prime Minister's Youth Development Program March 2017 - February 2018



Worked as Internee

- Supporting Honorable Member of National Assembly in constituency No NA-215 in discharge of their parliamentary functions/obligations only.
- Drafting questions, motions, talking points, official letters, press releases, parliamentary research, policy briefs, legislative papers, assistance in committee work, liaison and coordination with the National Assembly Secretariat for the supervising member.
- Maintaining records of complaints, applications, and bills etc.
- Arranging public meetings of MNA regarding different issues like government operations and works.
- Making arrangements for hearings and public discussions.
- Dealing with phone queries.

Merit College of Science & Technology, Ranipur August 2015 – January 2017



Worked as HR Officer

- Recruiting and interviewing potential applicants on experience, skills, and education.
- Drawing up plans for future personnel hiring procedures and goals.
- Performing administrative tasks.
- Contacting applicant's references.
- Explaining and providing information on employee benefits, programs, and education.
- Maintaining employee records and paperwork.
- Overseeing social events.
- Support the management of disciplinary and grievance issues.
- Assist in performance management processes.

Computer Skills

Microsoft Office: Word, Excel, PowerPoint, Outlook and Explorer.

