| "Ahmad Maqsood" | Curriculum Vitae |
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**Add:** Gurugram Delhi India-**Able for relocate for new Location.**
**Mobile:** +919170798768
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## PERSONAL INFORMATION

**Nationality**        Afghan
**Resident of India.**     Have Aadhaar Card/Pan Card.
**Date/Place of Birth:**   19/04/1993,
**Marital Status:**      Single

## EDUCATION:

## Higher Education:

**Master Degree:**

- o 2022- Completed **MBA in HR** Lucknow University India

**Bachelor Degree:**

- o 2011- Oct-2014 I have completed. **BBA in HR** from Pune University India

  **Objective**

  Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies

## WORKING EXPERIENCE:

www.vicc.co

**18-Aug-2017 –05-Oct-2019**
**Senior HR & Admin officer at (VICC) Venco Imtiaz Construction Company, International.** Head office **Kabul Afghanistan**

## Responsibilities

- o Explaining human resources policies, procedures, laws, and standards to new and existing employees of VICC
- o Contributing to the development of HR department goals, objectives, and systems
- o Follow up all the procedures of performance appraisal of each employee after Six Months according VICC PA
- o Providing and supporting the payroll for approximately 1,500 employees on the HRMS payroll system.
- o Recruitment process as per VICC guidelines and work closely with colleagues to facilitate in filling the vacant positions for skilled and unskilled employees
- o Assist in the drafting of job advertisements for vacant jobs, screening applications, shortlisting and interviewing, and selecting candidates.
- o Arrange and attend interview on any new recruitment.

- o Providing support in preparing Contracts or Certificates of Employment for National and International, skilled and unskilled employees as needed and keeping track of renewal and end of terms.

  **Following up of other HR related tasks**

**03-Jan-2017-  12-Aug-2017**
**Company:** Chemonics International.
**Project:**    Afghanistan Trade & Revenue Project, Funded by USAID, Kabul, Afg
**Position:**  HR Officer
**Location:**  Kabul Afghanistan
**Responsibilities:**

- o Assist HR Manager in recruitment process as per the guidelines and work closely to facilitate in filling the vacant positions:
- o  Posting of vacant job adverts on different websites for national and international staff hiring.
- o  Screening CVs of potential candidates and maintain the recruitment tracking sheet up to date.
- o  Arranging written tests/interviews for the vacant position(s).
- o Assist with background reference check process i.e. prior employment references, educational transcripts and degrees etc. in line with the approved HR policies and procedures.
- o Coordinate in preparing contracts of employment for National and International staff and keep track of renewal and end of contracts.
- o Participate in annual performance appraisal exercise for all staff.
- o Ensure all HR reports are received on monthly basis such as verified payrolls, leave forms, attendances etc.
- o Maintain employee HRIS/Database, HR documentation and personal file management.

**11-Feb-2015-  02-Jan-2017**           **www.azizibank.af**

 **HR officer with Azizi Bank Kabul,**

**Reason of Left: Career Development,**

**Responsibilities**

- o Full Compliance of HR process and record with the AZIZI BANK polices and regulation and as well as local labor law
- o Fully responsible for handling the responsibility of accomplishing the needs of the branches of the bank. The incumbent is responsible to get all the inquiries & tasks, which need to be solved completely & hand them over to the responsible colleague in the department.
- o Responsible for checking overall attendance of AZB staff, transferring the job station of employees, reviewing payroll, recording files in HRMS & following up of HR related tasks.
- o Covers overall vacancy advertisements of the bank

- o Preparing agenda for HR Committee and making of minutes for HR approved Agenda.
- o Collecting staff requests and put them up in HR Committee's agenda
- o Reviewing the salary reports of branch with the Payroll generated by HRMS
- o Arranging payroll in HRMIS and manual in Excel sheets monthly
- o Cooperate with HR staff for sending finalized payroll one by one to its related branch in monthly bases.
- o Process & deduct the staff Advance salary
- o All work related to attendance, Salary Payments/other staff related
- o Generate device, weekly and monthly attendance reports
- o Register, maintain and transfer the AZB staff finger prints data in HRMS device.

**Following up of other HR related tasks.**

**Feb-2010- Apr-2011**          **www.standardchartered.com**
**HR Assistant with Standard Chartered Bank, Kabul,**
**Reason of Left: went out of the nation for higher education**

## Responsibilities

### Recruitment/New Hire Process

- o Posting job ads and organizing resumes and job applications
- o Scheduling job interviews and assisting in interview process
- o Collecting employment and tax information
- o Ensuring background and reference checks are completed
- o Preparing new employee files
- o Facilitating resolutions to any payroll errors

## COMPUTER SKILLS :
- o Windows, MS Office (Basic and Higher) at NIIT India
- o Tally ERP 9 at NIIT India
- o Internet

## LANGUAGE:
- o English (Excellent)
- o Hindi    (Well)

## ACHIEVMENT:
- o Completed DFA in NIIT - India
- o Have got scholarship to complete my Bachelor Degree. And Master

## OTHER SKILLS:
- o Talent Acquisition, Recruitment,
- o "End to End", Screening, on IT Recruitment, Lateral Hiring, Recruitment Consulting,
- o Volume Hiring, IT Recruitment, Big4, Team Handling,
- o Client Handling, "Mapping

## REFERENCES:

**Upon request**