



# ZAHID IQBAL

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**Date of birth:** 03/03/1989 | **Nationality:** Pakistani | **Gender:** Male | **Phone**

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<https://www.linkedin.com/in/zahid-iqbal-b2b829ba/> |

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**Address:** House # A/7 Fata Colony Warsak Road, District and Tehsil, Peshawar KPK Pakistan, 25000, Peshawar, Pakistan (Home)

## **About me:**

*Accomplished Human Resources Manager with experience in corporate training, organizational behavior, and project management- bringing extensive experience in consultative support for training design, development and recruitment areas.*

*Possesses an outstanding work ethic and the ability to maintain focus in demanding work environments, under deadlines, and in high-pressure conditions.*

*To obtain a position that allows me to make use of my excellent employee relations skills while utilizing my outstanding abilities in human resources and benefits management.*

## ● **WORK EXPERIENCE**

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01/01/2021 Kohat KPK, Pakistan

### **BUSINESS INCUBATION MANAGER PUNJAB INFORMATION TECHNOLOGY BOARD**

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I am involved in developing and executing the strategy for outreach, hunting, attracting, & on boarding deserving and qualified innovative entrepreneurs, and start-ups. Managing the incubation programs while also bridging the gap between start-ups and potential investors, industry experts and mentors through networking. Ensuring tight management of milestones and progress of entrepreneurs and start-ups. Providing guidance and support to startups for fundraising activities. Develop, execute and own an operational and engagement strategy for the entire community including donors, start-ups, investors, corporates, mentors, advisors and domain experts.

Being the switchboard for entrepreneurs to access relevant connections and resources.

02/12/2019 – 31/12/2020 Peshawar, Pakistan

### **HUMAN RESOURCES EXECUTIVE AL HAFIZ CRYSTOPLAST**

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Design and implement an overall recruiting strategy

Develop and update job descriptions and job specifications

Perform job and task analysis to document job requirements and objectives

Prepare recruitment materials and post jobs to appropriate job boards/newspapers/colleges etc.

Source and recruit candidates by using databases, and social media such as LinkedIn, Facebook, etc.

The candidate must be excellent at headhunting.

Screen candidate's resume and job applications

Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within the schedule

Assess applicants' relevant knowledge, skills, soft skills, experience, and aptitudes

Onboard new employees in order to become fully integrated

Monitor and apply HR recruiting best practices Provide analytical and well documented recruiting reports to the rest of the team.

Act as a point of contact and build influential candidate relationships during the selection process

Promote the company's reputation as the "best place to work"

03/01/2017 – 14/02/2019 Nowshera KPk, Pakistan

### **ASSISTANT MANAGER HUMAN RESOURCE QAZI & BROTHERS GROUP OF COMPANIES**

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My role includes office administration and working across all Human Resource. I manage all the HR functions, processing payroll using HRIS (Softrack) SAP, Quick-books, Responsible for developing and maintaining successful working relationships with the management team in order to influence and provide effective HR processes, advice, and support. Responsible for tracking applicant flow for local hiring and all recruitment efforts. Timely Payroll preparation, Accurate Calculation of employees worked days, Cross

checking with attendance cards, OT and any deductions, Preparing experience Letters and certificates. Develop and update job descriptions and job specifications. On boarding, orientation and coordination with Learning & Development department. Coordinate Probationary & Annual Performance evaluations with leads and managers and get the sessions scheduled accordingly, Managed EOBI and employee leaves. Managing and recording benefits and compensation in the data base HRIS (Softracks) To develop the JDs of every employee of the company, implement, monitor and observe if everyone is performing according to their assigned JDs. Directing and managing all hiring and training procedures for new employees.

14/12/2015 – 31/12/2016 Peshawar, Pakistan

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### **TEAM LEAD TRAINER POLIO ERADICATION INITIATIVE**

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Create awareness of project aim and objectives in the communities, Good in communication and flexible, Arranging Team Trainings, Conducting UPAC. Handling PCA and LQAs. Monitoring & Evolutions. Upgradation of Micro Plane ,Field Validation. prepare a monthly field plan for monitoring of activities/ events and ensure that deadlines and targets are achieved and all the relevant information is collected. Carry out field monitoring visits to collect data, on predesigned monitoring instruments, through observation, personal interviews and taking photographs (if feasible), Update the manager of the assignment on the progress of monitoring events through weekly reports and contribute in development of monthly monitoring reports. Oversee and direct seminars, workshops, individual training sessions, and lectures. Prepare hard copy training materials such as module summaries, videos, and presentations. Develop monitoring systems to ensure that all employees are performing job responsibilities according to training.

15/04/2012 – 25/04/2014 Peshawar, Pakistan

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### **CUSTOMER EXPERIENCE MANAGER MOBILINK JAZZ**

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Monitoring & evaluation of 04 franchise service centers and 08 retail outlets called Mobilink Service Points or key accounts.

Responsible for recruiting of Mobilink Service Officers & Representatives.

Supervising a team of 1 Mobilink Service Officers (MSO )and 04 Mobilink Service Representatives (MSR's)

Responsible for achievement of monthly targets of each MSR.

Implementation of promotional policies on all these key accounts through officers.

Planning Kiosk, stall activities and events on rush areas to boost the sales.

Regular visits to franchise service centers and MSP's for maintaining and monitoring the standards set by Mobilink.

Identification and development of new Mobilink service points in different locations.

Uplifting standard of customer care at all franchise service centers plus ensuring customer retention and profitability of centers through commission on customer services activities

Ensuring maximum customer satisfaction & retentions at franchise service centers.

25/03/2019 – CURRENT Peshawar, Pakistan

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### **FOUNDER AND CEO DIGITAL SEHAT GHAR NATIONAL INCUBATION CENTRE**

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**Digital Sehat Ghar** is a e-platform which will utilize digital technologies and will deliver medical care, health education, and public health services by connecting multiple stockholder like Doctors, Pharmacists and other medical practitioner with patients from diverse locations.

We want to make sure that all its users are properly informed about their potential health problems and that the Medical team on Digital Sehat Ghar helps users with protection. We want to make Digital Sehat Ghar one store to buy all the health-related specifications. We aim to connect patients from around the country with physicians whenever necessary at the click of a button.

DIGITAL SEHAT GHAR is bringing one of the largest managed Tele health networks in Pakistan will provide, medical service demand and supply matching, videoconferencing systems, quality ranking system, patient record management, through web and mobile app and will be available for everyone across Pakistan.

Primary Health Online

Specialist Doctor Consultation Online

Tele-medicine prescription

Online pharmacists help

Medicine Home Delivery

Online Technologist help( Specimen Collection, Infusion)

Online Nursing help(homecare)

Quality control through ranking and rating of services.

## ● EDUCATION AND TRAINING

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13/07/2012 – 21/11/2016 Mardan, Pakistan  
**MBA HRM** Abdul Wali Khan University Mardan

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**Address** Mardan KPK, KPK Mardan, Mardan, Pakistan | **Website** <https://awkum.edu.pk/>

13/05/2022 – 13/05/2022 Pakistan  
**ORGANIZATION DEVELOPMENT** Hasho Foundations

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**Address** Islamabad, Pakistan | **Website** <https://www.hashoogroup.com/>

12/11/2021 – 13/11/2021 Peshawar, Pakistan  
**DIGITAL SKILLS** KPITB

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**Address** Hayatabad, Peshawar, Peshawar, Pakistan | **Website** <https://kpitb.gov.pk/>

16/01/2021 – 17/01/2021 Lahore, Pakistan  
**PROJECT MANAGEMENT** PITB

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**Address** Ferozepur Road, Lahore Pakistan, Lahore, Pakistan | **Website** <https://pitb.gov.pk/>

26/06/2021 – 27/06/2021 Lahore, Pakistan  
**ECO SYSTEM IN PAKISTAN** PITB

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**Address** Ferozepur Road, Lahore, Lahore, Pakistan | **Website** <https://pitb.gov.pk/>

## ● LANGUAGE SKILLS

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Mother tongue(s): **PASHTO**

Other language(s): **URDU** | **ENGLISH**

## ● DIGITAL SKILLS

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Digital Marketing | Interpersonal | MS Office (MS Word, MS Powerpoint, MS Excel, MS) | team leader  
team player | Social media & social network | Familiar with professional communication standards |  
Good listener/Good communicator | Sourcing, Recruitment, Screening, Negotiation, Payroll, End to End  
Recruitment, | HRIS | Employee Engagement | community campaign & outreach organizer | Business  
reporting | The ability to work under pressure | staff training | Strategic communications and  
outreach | Business Development & Business Strategies | Performance Analysis

## ● ADDITIONAL INFORMATION

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### ACCOMPLISHMENTS

08/10/2022 – 13/01/2023  
**Human Resource Management-HR for Peoples Managers Specialization**

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**Link** <https://www.coursera.org/account/accomplishments/specialization/certificate/7PTLBD5RHEB8>

05/12/2022 – 11/01/2023  
**Recruiting, Hiring and onboarding employees**

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**Link** <https://www.coursera.org/account/accomplishments/certificate/HCN55JW4Q47W>

14/12/2022 – 10/01/2023  
**Foundation of Project Management**

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**Link** <https://www.coursera.org/account/accomplishments/certificate/VQ7XYYY9JTEV>

## **MANAGEMENT AND LEADERSHIP SKILLS**

**Trainings and Development Sessions** [https://drive.google.com/file/d/1aLPq7ARiMcdGkBG9R-Js4y6Mls1yUETI/view?usp=share\\_link](https://drive.google.com/file/d/1aLPq7ARiMcdGkBG9R-Js4y6Mls1yUETI/view?usp=share_link)

**My Updated Profile Link:** <https://zahidiqbal1234.blogspot.com/>