

Salar Khoso

Islamabad

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To affiliate myself with an organization offering a responsible position where my academia, talent and skills can be best utilized. My aim is to gain exposure where my diverse experience, creative initiative ideas and genuine enthusiasm would allow me to progress further and make the work relative environment better.

Work Experience

Office Assistant

BWRDSP

2020 to 2022

Assisting the Project Director and Deputy Project Directors

Organize office and assist associates in ways that optimize procedures

Sort and distribute communications in a timely manner

Schedule and plan meetings and appointments

Shaping of documents

Resolve office-related malfunctions and respond to requests or issues

Coordinate with other departments to ensure compliance with established policies

Providing expert opinion on work related matters

H.R Executive (Recruitment)

Fulcrum Pvt. Ltd. Business Consulting Services

2017 to 2019

Lead the creation of a recruiting and interviewing plan for each open position.

Interviewing of eligible candidates.

Efficiently and effectively fill open positions.

Create job descriptions.

Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.

Develop a pool of qualified candidates in advance of need.

Research and recommend new sources for active and passive candidate recruiting.

Build networks to find qualified passive candidates.

Post openings in newspaper advertisements, with professional organizations, and in other position appropriate venues.

Utilize the Internet for recruitment.

--Post positions to appropriate Internet sources.

--Research new ways of using the Internet for recruitment.

--Use social and professional networking sites to identify and source candidates.

Locate and document where to find ideal candidates.

Area Coordinator Hellium Marketing Services

2015 to June 2017

Analyzing budgets, preparing annual budget plans, scheduling expenditures, and ensuring that the sales team meets their quotas and goals.

Researching and developing marketing opportunities and plans, understanding consume requirements, identifying market trends, and suggesting system improvements to achieve the company's marketing goals.

Gathering, investigating, and summarizing market data and trends to draft reports.

Implementing new sales plans and advertising.

Recruiting, training, scheduling, coaching, and managing marketing and sales teams to meet sales and marketing humanresource objectives.

Maintaining relationships with important clients by making regular visits, understanding their needs, and anticipating new marketing opportunities.

Staying current in the industry by attending educational opportunities, conferences, and workshops, reading publications, and maintaining personal and professional networks.

Assistant

Consul General Afghan Consulate - Karachi

2014 to 2015

Maintaining correspondence and communication of the Consulate with local authorities and other Consulates

Organizing travel arrangements, meetings and events

Handling reception duties when required

Other office duties/paper work assigned

Keeping the Consul General updated on latest news/current affairs

Managing general office administration

Managing follow-ups

Shaping of documents

Past President

Rotary Club of Greenwich Creek -NGO - Karachi

2010 to 2014

Extensive work on:

Promoting peace

Fighting diseases

Providing clean water

Mother and child healthcare

Supporting education

Ambassador of Aman ki Aasha (Rotary)

Ambassador Polio (South East Asia - Rotary)

Youth exchange programs
Advocacy for and with the poor
Managing international delegations/seminars/workshops
Training and development
Youth exchange programs
Media and Talent Coordinator at Greenwich University & The C.A.S School (Karachi)

Education

Masters in International in relations

University of Balochistan

2020

B.A

University of Balochistan

2007 to 2009

O'Levels

2002 to 2005

Skills

- Handling International delegations at Rotary International
- (Winner of Battle of the bands P&G University Challenge South)
- Ambassador Polio (South East Asia) at Rotary International
- Production of music related to noble causes
- Creation of numerous social work documentaries and videos
- Representation of Pakistan Internationally
- Winner of numerous art competitions (Drawing/painting at Beacon House School System)
- A Project of Geo News
- Work on awareness in social and health sectors
- Award winner of International Polio Song (composed/sung/lyrics)
- Work on integrity, peace and World understanding
- Ambassador Aman Ki Asha
- Certificate holder of numerous seminars
- (2nd Position-singing competition at PACC Karachi) and more
- Organizing events such as (Concerts, melas, bait bazi, talent hunt sh-ows motivational speeches, career counselling etc.)