



Muhammad Hamza Tariq

Senior Officer Talent Acquisition

Professional Summary I have started my career as Management Trainee Officer in a Leading Bank which has allowed me to improve my business acumen in a shorter span of time. Conditioned in Managerial skills like people management, figurehead, Negotiator, entrepreneur, unrest handler, resource allocator. The managerial roles that guide organizations towards goal accomplishment. Work to Devise the strategies to improve the source quality, with a goal to hire as per organizational strategic objectives.

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WORK EXPERIENCE

Senior Officer Talent Acquisition U Microfinance Bank

06/2022 - Present

Achievements/Tasks

- Identifying the relevant medium for both active and passive recruitment, commensurating with the functional role.
- Coordinating with the hiring manager about the business needs and skills required to best perform the job.
- Maintaining the talent pool of all critical positions present in the organization.
- Conducting and arranging interviews for all the shortlisted potential employees.
- Responsible for negotiating the salary in accordance with internal and external parity.

Talent Acquisition Lead NCRI Solutions

02/2022 - 06/2020

Islamabad, Pakistan

Tasks And Responsibilities

- Liaisoning with functional departments to identify the business needs.
- Sourcing/ headhunting the job fit on platforms i.e. LinkedIn, Rozee.pk, Indeed.
- Maintaining the talent pool and role mapping of all the critical positions.
- Negotiating the salary, designing the market competitive compensation and issuance of offer letter.
- On boarding of newly join employee i.e. arrangement of workspace, provision of the hiring pack etc.

Officer Talent Acquisition / MTO Askari Bank Limited

09/2019 - 02/2022

Islamabad, Pakistan

Achievements/Tasks

- Actively recruiting for multiple locations all over Pakistan.
- Coordinate with leadership to forecast hiring needs and departmental goals.
- Conducting structure and unstructured interviews.
- Implementing targeted and digital sourcing strategies to identify high-quality candidates.
- Attend career and college fairs for inducting fresh talent and improving market visibility
- 6 months of On job and Class room training for Management, Foreign trading, Operational Banking and Credits.

SKILLS

Sourcing

Strategic Management

Active Recruitment

Onboarding

Negotiation

People Management

Team building

MIS Handling

Banking

Problem Solving

Foreign Trading

EDUCATION

MBA Human Resource Management Arid Agriculture University Rawalpindi

08/2015 - 03/2019

Rawalpindi Pakistan

ACHIEVEMENT

Nominated for Gold Medal in MBA

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

INTERESTS

Article Reading

LinkedIn surveys

Article Writing

Workout

Writing

Music

People Management