


“Ahmad Maqsood”	Curriculum Vitae
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PERSONAL INFORMATION	
Date/Place of Birth: 19/04/1993, Kabul	
EDUCATION :	
Higher Education:	
Master Degree:	
<ul style="list-style-type: none"> ○ 2022- Completed MBA with SPL subject Human Resource Management in Lucknow University India 	
Bachelor Degree:	
<ul style="list-style-type: none"> ○ 2011- Oct-2014 I have completed. (BBA) with Specialization SUBJECT (Human Resources Management) from Pune University India 	
Summary	
<p>Talent & Acquisition professional with experience in hiring for in-house requirements as per clients & roles. 5+ years of experience in end to end talent acquisition and HR. Ability to work on different roles across levels under extreme pressure.</p>	
WORKING EXPERIENCE :	
<div> <div>www.vicc.co</div> <div>  <div> VICC VENCO IMTIAZ <small>CONTRACTING CO</small> </div> </div> </div>	
18-Aug-2017 –05-Oct-2019	
Senior HR & Admin officer at (VICC) Venco Imtiaz Construction Company, International. Head office Kabul Afghanistan	
Responsibilities	
<ul style="list-style-type: none"> ○ Explaining human resources policies, procedures, laws, and standards to new and existing employees of VICC ○ Contributing to the development of HR department goals, objectives, and systems ○ Follow up all the procedures of performance appraisal of each employee after Six Months according VICC PA ○ Oversee and supervise the work of junior staff 	
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:



- Assist HR Manager in recruitment process as per the guidelines and work closely to facilitate in filling the vacant positions:
- Posting of vacant job adverts on different websites for national and international staff hiring.
- Screening CVs of potential candidates and maintain the recruitment tracking sheet up to date.
- Arranging written tests/interviews for the vacant position(s).
- 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.
- Coordinate in preparing contracts of employment for National and International staff

11-Feb-2015- 02-Jan-2017

www.azizibank.af

HR officer with Azizi Bank Kabul,

Reason of Left: Career Development,



Responsibilities

- Full Compliance of HR process and record with the AZIZI BANK policies and regulation and as well as local labor law
- 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.
- 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.

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

- Setting appointments and arranging meetings

Recruitment/New Hire Process

- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process

- Collecting employment and tax information
- Ensuring background and reference checks are completed
- Preparing new employee files

LANGUAGE :

- English (Excellent)
- Hindi (Well)

OTHER SKILLS :

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

REFERENCES :

Upon request