Arsalan

[Arsalan.102007@2freemail.com](mailto:Arsalan.102007@2freemail.com)

Visa Status: Visit Visa Expire on 12-Aug-2009

Aims/Objectives

A position in an organization that seeks an ambitious, social and career conscious, where requires skills and education will be utilized toward continued growth and advancement.

Experience/Past Affiliations

Management Trainee [Sep 2007 to Oct 2008]

Public Policy & Change Management Wing(S&GAD) civil secretariat, Government of the Punjab, Lahore Pakistan.

Under financial assistance of Asian development Bank

Main Objectives of the department

• Good Governance

• Managing change

• Implementation of the Government policies

My Assignments

• Change agent to give awareness to the government employees about the change in managerial process.

• To submit the case on the note portion of the file for further processes

• To record the minutes of the meeting

• To help the Deputy Director (IT) in developing the web portal similar to the Web portal of Australia

Haleem Group of Institute Lahore.

[Nov 2006 to May 2007]

Primary Responsibilities:

As an Administrator also teach the Subjects i.e. Math, Stats.

Academic Credentials:

Ms Human Resource Management

[Oct 2007 to Nov 2008]

Pakistan Institute of Quality Control (PIQC)

The Superior University, Lahore Pakistan.

GPA: = 3.4

Majors:

Training & development, Recruitment & selection, Labor law, Research Methodology, Compensation & benefits, Basic HRM Concepts, organization Behavior. Performance Management, Project Management.

Thesis on Organization Behavior: Details are Below

Factors influencing Job satisfaction (for Doctors)

Skills:

• To manage the recruitment and selection of the various employees.

• To look after the administrative affairs of the industry/Firm.

• To impart training to the staff, and provide follow up after TNA regarding Human Resource Practices etc.

• To manage the Information technology affairs as I have knowledge of Ms Office tools.

• Have the knowledge of industrial Laws and can implement the same.

• To develop the compensation system for the improvement of working condition of the industry/Firm.

• To develop and implement the Human Resource practices as a whole due to my fresh knowledge.

MSc (Information and Operational Management)

Operation Research Centre, Institute of Statistics,

University of the Punjab, Lahore. [Nov 2004 to Nov2006]

Major: Operational Research Management

Simulation, Total Quality Management (TQM), Inventory Control System, Production Operations Management (POM), Stochastic Processes & etc.

CGPA=3.09

Professional skills

• Able to solve mathematical problem.

• Strong in Judgment and Decision Making.

• Strong in English communication.

• Good in computer practice.

• Uncommon ability to solve complex problem by using different tricks.

• Able to adapt new technologies as quick as possible.

Scope of Duties

• Prepared decision making and better problem solving by applying advanced techniques.

• Created mathematical relating constants and variables, mathematical problem models.

• Carried out validation on prepared models and then recreate model as essential.

• Created reports which contains problems with their standard solutions.

• Carried out different tests such as judgment and statistical on collected and validated information.

• Observed mathematical relation between system component parts by breaking and assigning numerical values to each component.

• Solved complex problems with the help of senior managers.

• Communicated with other specialist staffs to find out best solution of given problem.

Research & Projects

• Describe report on HR system(Haier Pakistan)

• Describe report on Compensation system

(Haleeb Food LTD Lahore, Pakistan)

• Statistical Products and service solutions (SPSS) with special reference to win QSB, PERT/ CPM.

• Inventory Control System.

• Management Information System (MIS).

• Network Analysis.

• Production Operation Management (POM).

• Total Quality Management (TQM).

Computer/Technical Skills:

• MCP (Microsoft Certified Professional)

• Installation trouble shooting and Networking

• Windows 98, 2000/Xp

• MS Office 2000/XP

• Certificate by the Institute of Statistics University of the Punjab on First international Conference on Statistics & Operational Research.

• Certificate on the IT awareness course offered by Balochistan university of information &n management sciences

• Certificate by the Directorate of primary education, Government of Balochistan for participation in Computer professional training Course.

• Electronic E-Mail

• Effective communication & interpersonal skill

Reference:

Furnished upon Request