Anis.129918@2freemail.com

Dear Concerned,

My name is Anis . I have done MBA with the specialization in Human Resource along with the experience of five years in Human Resource (Administration, Recruitment and Training & Development).

I am a motivated individual and fully willing to work for the aforesaid position in your prestigious company. If provided a chance, I assure my honest and dedicated efforts and will prove to be an asset for the company.

Enclosed herewith is the attached resume for the necessary considerations please.

Best Regards,

Anis

**Anis**

**OBJECTIVE**

I am young qualified male with four years of diversified experience in business support administration and HR practices. I am seeking long term position in human resource management to groom my career.

**PROFESSIONAL HISTORY**

**Assistant Sales& Admin Manager at Ahsan Chicks & Feeds, Gujranwala (Present...)**

**(Report to Sales Director)**

* Broiler and day old chicks sale
* Daily sales and hatch reports preparation
* Daily recovery reports
* Banks payments coordination
* All kind of invoices process and vendors coordination
* Office administration.

**Deputy HR Manager (Recruiter) in Boss Moulded Furniture (01-July 13 to 15-Sep-2014)**

 **(Report to Managing Director)**

* Responsible for recruitment
* Training & Orientation for new Joiners
* Update forms & format files and prepare the probationary period increment list
* Follow up the policies
* Monthly appraisal.

**HR & Admin officer in Tameer Microfinance Bank, Ltd. (08-Dec-11 to 25-June-13)**

**(Report to Business support & Admin Head)**

* Responsible for administratively lookafter of 18 branches of Tameer bank.
* Deals with invoices of utility bills, travel & hotel invoices and maintain the MIS
* Responsible to acquire new locations and deals with indoor and outdoor vendors
* Follow up for vehicles, generators and other bank assets
* Recruitment planning and organizing training sessions
* I was first custodian for area collaterals (gold).

**PROFESSIONAL TRAININGS (Apprenticeship Trainings)**

* **Training Coordinator in Pearl Continental Hotel Lahore (Five Star Hotel) (8 months training)**

(Report to Training Manager)

Findings/Learning:

* Practice to develop training programs (On the job and Off the job)
* Organizing orientation trainingfor new joiners
* Preparation daily news flash and monthly calendar for trainings
* Cultural understanding within organization
* Releasing stress by achieving tasks within bracket of time.
* **National Bank of Pakistan, Gujranwala, (2 months training)**

(Report to Branch Manager)

Findings/Learning:

* Understanding of branch operations (Job rotation)
* Preparation the Western Union vouchers for customer’s payments
* Balance inquiry before cheque transfer
* Prepare customer’s file for loan apply and new account opening.

**EDUCATION**

**Gujranwala Information of Future Technology University**

MBA (HRM)

Passing Year 2010

**Recognized by:** Higher Education Commission (HEC), Pakistan.

**Attested from:** UAE Embassy

**PERSONAL INFORMATION**

**Date of birth:** 23-Dec-1984

**Marital Status:** Single

**Languages Known:** English and Urdu