**AWAIS**

**EMAIL**: **AWAIS.154838@2freemail.com**

**OBJECTIVE:** A business post graduate with experience in human resource management seeking a position in Human Resource Management /Administration.

**Skills and Achievements**

* Communication skills (Gained through presentations and seminars at university)
* Team work skills (Gained through working with my colleagues on group projects)
* Organizational skills(Gained through my internship in operations)
* Innovative /creative thinking
* Leadership skills (Group leader of university projects)
* Ability to work under pressure/ meet deadlines/ perform multiple tasks
* IT skills
* Language skills(Fluency in English and Urdu)
* Winner of student scholarship award at University Of Wollongong.

**Education**

2011 to 2012 **University of Wollongong Dubai, UAE** MS in Strategic Human Resource Management Credit Score in Course (Equal to 3.5 CGPA)

* + - Job Analysis , Recruitment and Selection
		- Performance Management
		- Managing people in organization
		- Change Management
		- Human Resource Development
		- Strategic Human Resource Management
		- Strategic Management
		- Organizational Analysis

2005 to 2009 **Bachelor of Business Administration (Hons.)** Superior University Lahore CGPA: 3.6Specialized in Human Resource and Marketing

* Recruitment and selection
* Organizational behavior
* Human Resource Management
* Performance Management
* Training and development
* Business ethics
* Information technology in business
* Communication skills and personality development

**WORK EXPERIENCE**

**1- july-2012 to 25-JAN-2016 Kohinoor Industries Sahiwal, Pakistan**

 **Assistant Human Resource Manager**

Providing information and assistance to employees regarding personnel issues, benefits, policies, procedures, timeframes, and forms.

Developing annual training goals.

Maintaining attendance records.

Development and presentation of in-house training programs to employees

Assisting Manager with specialized projects

Performing various human resources functions including but not limited to recruitment, retention, processing of new hires, orientation, processing of employee action forms and status changes, performance reviews, disciplinary actions, investigations, payroll etc.

Acting as Privacy Officer

Maintaining file system of departmental records.

Communicating with Manager of Human Resources, employees, supervisors, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Keeping record of all visas and labor issues

**January 2011- FEB 2012 Shafi Technical services (LLC) Dubai, UAE**

**Assistant Human Resource**

**INTERESTS**

 Member of Student club Member of Executive club Member of Sports committee

**OTHER INFORMATION**

**Languages**  English, Urdu

**REFERENCES** will be provided on request.