**HAIDAR.160433@2freemail.com**

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**COVER LETTER.**

The educational background, experience, and skills listed in your Advertisement are only the beginning of what I can bring to your firm. I have a solid history of producing results within a limited budget. I have built and successfully managed a staff of 23, employees and I deal effectively with customers, executives , stockholders on a regular basis. All of these achievements are critical to finish, such as yours that must complete in today's difficult economy. My resume is enclosed as proof that I meet all the criteria listed in your ad. An interview would give me the chance to further prove my unique strengths.

I hope to hear from you short.

**HAIDAR CV.**

**OBJECTIVE.**

To apply professional and academic knowledge to challenging problems leading to growth and development of the organization and carrier advancement To secure a challenging position and also to reach the peak in the, HUMAN RESOURCE MANAGEMENT,ADMAN OR ANY OTHER MANAGERIAL FIELD” where I can get an opportunity to utilize my talents and also to implement my creative ideas in an organization where there is growth for organizational as well as individual development.

**PERSONAL PARTICULARS:**

* Name: Mr.NOOR
* Date of Birth: 01/04/ 1988.
* Marital Status: married.
* Religion: Islam.
* Nationality. pakistani.

 **EDUCATIONAL QUALIFICATION:**

(1) BBA (Hons) specialized in HRM[human recourse management] from CECOS University Peshawar Pakistan(2010)

(2) F.Sc (pre engineering) :( 2006) from Govt degree college Timergara.

(3) SSC :( 2003) From Govt Higher secondary School lalqilla. (Board of

Intermediate and secondary Education Swat.)

**EXPERIENCE:**

**(1) Two years experience as a HRM { human resource manager }and admanstator in telecom company ZONG pakistan.**

* Recruiting, interviewing, selecting and rotation of employees.
* Motivating, leading, controlling and directing the employees.
* Preparing payroll invoices and maintaining the records of inventory.
* Managing employees.
* Training and development of employees.
* Compensation and benefiting the employees.

**(2)Customer relation manager.**

* Customer service activities.
* Corresponding with customers.
* Public relations.
* customers satisfaction. (As trainer)
* customers attraction.(As trainer)
* Dealing and reciving of the customers.(As trainer)

**(3) current employee of medcon company as H.R coordinator and maintenance supervisor from last five months.**

* supervising.
* Documentation.
* Asset management**.**

**COMPUTER PROFICIENCY :**

* MS Access, Database Management.
* Hardware:
* installation, Operating systems installation (windows 9x, XP, 2000,
* Using digital cameras and scanner, Printer, Local Area
* Networking.
* Application Programs:
* MS Office, world, excel, in page, and other animation, Video editing, photo editing.

**INTERESTS:**

* I have a strong interest in humanitarian action.
* To improve knowledge.
* I have the great interest to lead the people.
* I can think strategically; express ideas clearly, both orally and in writing.
* I can work independently and as part of a team**.**

 **EXTRA CURRICULAR:**

* Awarded as best researcher and presenter from university side.
* Player of Volleyball in school. The undersigned got Excellence Certificate.
* Participated in extra activities in school like debates, quiz and got distinguished position.
* A member of programs management coordinates of our university welfare society.

**Languages,**

S.no Languages Speak Read Write

1 . English Good Excellent V.Good

2 . Urdu Excellent Excellent Excellent

3 Pashto Excellent Excellent Good

ALL OF MY DOCUMENTS AND EXP CERTIFICATES CAN BE PROVIDE ON DEMAND.