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| Tow   |  |  |  |  | | --- | --- | --- | --- | | S/O  Date of birth  Gender | 01/12/1984  Pakistani  Male |  |  |   **Personal Profile** | |
| **CAREER OBJECTIVE** | To continue my career with an organization that will utilize my Management, Supervision & Administrative skills to benefit mutual growth and success, provide an opportunity to work in a professional and dynamic environment. I solemnly believe in hard working. |

**Academic Qualification**

**MBA**

**(Master in Business Administration)**

**Specialization** (Human Resource Management)

**Session – 2009-2010**

**IQRA University (Pakistan)**

**MBA**

**(Master of Business Administration)**

**Specialization** (Finance)

**Session– 2008-2009**

**City university Peshawar Pakistan**

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| **Professional Experience** | |
| **Organization:** | **Alfalah Development Foundation(ADF)** |
| **Designation:** | **HR & Admin Officer** |
| **Tenure:** | **8th june 2015 to date** |
| **Brief Job Description** | **Duties and Responsibilities**  **1. HR**  **Staff Recruitment**   * Responsible to manage the recruitment of project staff. * Responsible for the preparation of advertisement, collection of applications, conduct test and interviews. * Prepare offer letter, staff contracts and carryout salary negotiation. * Responsible for maintaining the HR file each employee as per donor requirements.   **Performance Standard**  a. Advertisement  b. Staff recruitment requisition  c. Test and interview Report  d. Scoring sheet  e. Offer letter  f. Agreement  **Salary Processing**  Responsible for preparation of monthly payroll with all supporting documentation for the submission to head office.  **Performance Standard**  a. Attendance sheet  b. Time sheet  c. Leave record  d. Month payroll  **2. Administration**.   * Responsible for daily operations of administration issues. * Responsible management of monthly utility usages such as telephones, fax, stationery, etc. * Ensuring timely payment is made. Maintain records of electricity, telephone (office and personal) and fax usage. * Manage contracts with external suppliers such as newspapers, tickets, stationery, hotels, etc. * Manage cash for administration expenses, * Maintain filing system, ensuring easy access to all staff.   **Performance Standard**  a. Monthly Utility bills payments with supporting documents.  b. List of vendors and their contracts., record of petty cash. |

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| **Organization:** | **National Research and Development Foundation (NRDF)** |
| **Designation:** | **HR /Admin Officer** |
| **Tenure:** | **March 2010 to May,2015** |
| **Brief Job Description** | * Designing of Monthly / weekly work plan. * Preparing human capital budget, identifying staff salary * Recruitment, interview and selection of candidates * Arranging orientation for new employees * Provide to all employees with information about HR policies, job description, relevant salary information * Maintain personnel records and complete statistical data including, hiring, training, absenteeism, performance appraisal * Petty cash management * Responsible for Utility bills * Maintains office record, day to day operations and vehicle management-logbook etc |

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| **Trainings**  **Training on Human Resource Management**  **and Administration (LUMs)** | Attended Four days training on Human Resource Management and Administration organized by **ASP-LUMS** at Lahore University of Management Sciences LUMs from (8-11, 2013).   * Introduction and role of HRM in Pakistan public sectors * Job analysis * Recruitment and Selection * Job evaluation * Rewards and Motivation * Performance appraisal process   Training and Development and capacity building through effective Training |
| **Training on Human Resource Management** | Attended three days training on Human Resource Management organized by ASP-USAID at Marriot Hotel Islamabad from (September, 23-25, 2012). The main contents of the training were:   * Human Resource planning * Recruitment. Selection process,induction,orientation & placement * Compensation management * Training and Development * Organization behavior * Evaluation and performance appraisal |
| **Training on improving presentation and communication skills** | Attended four days training on improving presentation and communication skills organized by City University of science and information technology Peshawar from (August, 10-13, 2009). The main contents of the training were:   * Human Resource planning * Recruitment. Selection process,induction,orientation & placement * Compensation management * Training and Development, Evaluation and performance appraisal * Organization behavior |

**SKILLS**

**Interpersonal competencies**

* Good written and verbal communication skills.
* Commercial awareness with good public presentation skills.
* Innovative & Divergent thinking.
* Working independently as a productive member of a team.
* Excellent Interpersonal Skills and
* Willingness to work for long hours.

**Computer skills:**

* Ms Office
* Ms excel
* Power point
* Internet

**Language Skills:**

* English (Writing, Reading, Speaking, Listening)
* Urdu(Speaking, Reading, Writing, Listening)
* Pashto(Speaking, Reading, Writing, Listening)

**HOBBIES** ­­­­­­­­­­

* Reading (Newspaper, Books, General Knowledge)
* Sports (Cricket, Football , Volleyball )