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| S/O Date of birth Gender   | 01/12/1984PakistaniMale  |  |  |

 **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
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| **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
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**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 )