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| ***HR Administration & Logistics*** Office Management Mid Career (5+ years of experience) |
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| **Personal Info:** | DOB: March 14, 1985Gender: Male  |  |

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| **Objective:** | To obtain a mid career position in prestigious organization, where I can utilize my skills and capabilities for the betterment of the organization and to devote myself for the growth and good reputation of the organization.  |  |  |
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| **Experience**  |

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| Organization | ***Thana International Travel*** |
| Organization Type | ***Travel Agency*** |
| Designation | ***Account Officer (Admin, & HR)*** |
| Location | Pakistan |
| Type of Experience | Full Time and visiting |
| Tenure | May-2014 To January 2016 |
| ***Responsibilities:*** | * Contacting agents of the agency
* Preparation of General Journal entries
* Preparation of vouchers (receipt and payments)
* Preparation of petty cash expenses
* Advertisement consultant.
* Supervised support staff (drivers, cook, cleaner, security guards & Management of office and kitchen supplies)
* Carried out other tasks assigned by the Managing Director.
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| Organization | ***DAR-E-ARQAM School System*** |
| Organization Type | ***Education*** |
| Designation | ***Office Coordinator (Admin, Logistics & HR)*** |
| Location | Pakistan |
| Tenure | Apr-2013 to Mar 31,2014 |
| ***Responsibilities:*** | * Supported Administration department in official tasks
* Coordinated with head office to solve issues and for seeking guidance regarding codes & procedures
* Performed HR duties by Preparing contracts for new staff, Renewing & updating employee’s contracts
* Contacted the parents for PTA (parent’s teacher association) meetings on monthly basis
* Managed events such as Trainings, meetings and Functions etc
* Supervised support staff such as cook, cleaner & security guards and managed kitchen supplies & Petty cash
* Arranged accommodation & travel guests & staff
* Maintained proper record of Stationary & ordered accordingly and inventory of all Assets & Equipments, Sent monthly reports & Time sheets to head office
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| **Organization** | ***Government College of Management Sciences***  |
| Organization Type | ***Education*** |
| Designation | ***Lecturer*** |
| Location | Pakistan |
| Type of experience | Full Time and visiting |
| Tenure | Aug-2010 to Aug 15,2013  |
| ***Responsibilities:*** |  * Prepared syllabus, monthly tests arrangements, and student attendance and performance reports of students
* Contacted the parents and discussed different aspects in regards to improving student performance
* Acted as project mentor, checked and provided guidance to students about their assigned projects.
* Supported Administration by Organizing Management events e.g.: meetings, seminars and other Functions.
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| **Skill:**  |

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| **Skill Name** | **Level** | **Last Used**  |
| Have six months certificate. Computer Skill, MS Office, Internet surfing, Trouble shooting  |  Excellent  |  Currently Working  |
| Microsoft Office (MS Word, Excel, Power point)  |
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| Interpersonal Skill  |  Excellent  |  Currently Working  |

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| **Education:** |

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| Degree Name |  ***MS in HRM***  |
| Level Attained | ***Master Degree***  |
| Aggregate % | ***70.55***  |
| Country | Pakistan  |
| **Research Topic**  | The impact of job stress on employee’s turnover intention of the faculty members of private sector universities in Peshawar. |
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| Degree Name |  ***BBA(Hons) in HRM***  |
| Level Attained | ***Master Degree***  |
| Aggregate % | ***70.09***  |
| Country | Pakistan  |
| Session | 2003 - 2008  |
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| Degree Name | ***FSC*** *(Pre Engineering)*  |
| Level Attained | High School / A Levels (12 Years)  |
| Institute | Govt. Degree College Thana Distt: Malakand  |
| Address | Thana, Pakistan  |
| Session | 2001 - 2003  |
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| Degree Name | ***SSC*** *(Science)*  |
| Level Attained | Matriculation / O levels  |
| Aggregate % | 72.52  |
| Institute | Govt. High School No 2 Thana  |
| Address | Thana, Pakistan  |
| Session | 2000 - 2001 |
| Majors | Science |

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| **First Name of Application CV No:** **1666278**Whatsapp Mobile: +971504753686 New_logo.gif |
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