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| ***HR Administration & Logistics***  Office Management  Mid Career (5+ years of experience) | | | |
| |  |  |  | | --- | --- | --- | | **Personal Info:** | DOB: March 14, 1985  Gender: 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** | |  |  | | --- | --- | | 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. |  |  |  |  |  | | --- | --- | --- | --- | | 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 | | |  | | |  | | **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:** | |  |  |  | | --- | --- | --- | | **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) | | | |  | | | | Interpersonal Skill | Excellent | Currently Working | |  |  |
|  | | | |
| **Education:** | |  |  | | --- | --- | | 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. | |  | | | Degree Name | ***BBA(Hons) in HRM*** | | Level Attained | ***Master Degree*** | | Aggregate % | ***70.09*** | | Country | Pakistan | | Session | 2003 - 2008 | |  | | | 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 | |  |  | |  | | | 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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