**Objective:**

A Suitable position within an organization where I can Utilize the best of my skills and abilities that fit to my Education, skills and experience a place where I am encouraged and permitted to be an active participant as well vital contribute on development of the Company.

**Summary:**

Human resources professional who effectively manages project tasks requiring interaction with multiple departments. Resolves employee issues in a professional manner.

**Personal Details:**

**Marital Status:** Single

**Province:** Punjab

**Country:** Pakistan

**Experience:**

* 1 Year experience in Finance and Planning Office as a Computer Operator
* 6 month experience as a science teacher in private School

**Diplomas:**

1. Diploma in English Proficiency from Virtual University of Pakistan
2. Diploma in Computer Application and Web browsing

**Skills and Capabilities:**

* Proficient in MS Word, Excel, Power Point and Web Browsing.
* Ability to work independently at own initiative with minimal supervision.
* Ability to perform routine tasks and work also under pressure effectively
* Maintains confidentiality
* Human resources management
* Exceptional communicator
* HRMS
* New employee orientations
* Staff training and development

**Personality Traits:**

* Good Communication Skills
* Group Leading Skills
* Self Motivated
* Innovator
* Good Organizer

**Accomplishment:**

Promoted to Human Resource Manager after 1 years of employment.

**Qualification:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree & Year** | **Institute/Board** | **Obtained Marks** | **Total Marks** | **Major Subjects** |
| Master in Computer Science  (MCS)(2016) | Comsats Institute of Information Technology Islamabad | 3.22 | 4.00 CGPA | Compuer Science (General Subjects) |
| Master in Business Administration (MBA)(2012) | Virtual University of Pakistan | 2.33 | 4.00 CGPA | Human Resource Management |
| Bachelor in Education (B.Ed)  (2013) | Government College University Faisalabad | 765 | 1250 | English, Urdu |
| Bachelor in Arts (BA)(2009) | Bahauddin Zikria University Multan | 410 | 800 | Economics, Computer |
| Faculty in Science  (F.S.C) (2007) | Multan Board | 546 | 1100 | Bio, Phy, Che |
| Matriculation  (2005) | Multan Board | 490 | 850 | Bio, Phy, Che |

**First Name of Application CV No:** **1669308**

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