**First Name of Application CV No 1680444**

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**Qualification:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Degree/Certificate** |  **Marks Obtained/Total Marks** | **Division** | **Passing Year** | **Board/University** | **Affiliated**  |
| MBA (HRM) | 3.25 CGPA/4CGPA | 1st | 2012 | AWKUM Mardan | HEC Pakistan |
| B.A | 284/550 | 2nd | 2010 | UOP Peshawar | HEC Pakistan |
| F.A | 665/1100 | 1st | 2008 | BISE Mardan | IBCC Pakistan |
| S.S.C | 667/1050 | 1st | 2006 | BISE Mardan | IBCC Pakistan |

**Objectives:** Willing to do work in highly competitive environment and have high dedication for challenging jobs. Highly motivated to build bright carrier through personal efforts and struggle in innovative esteemed organizations.

**Professional summary:**

**Organization : Khat Margham General Transporting (Al Ain UAE)**

**Designation : HR & Accounts Clerk**

**Job duration : April 2015 to Continue……**

**Job Responsibilities:**

* Monitor staff performance and attendance activities.
* Maintain employee payroll of head office and projects & Processing monthly payroll through WPS and bank transfer.
* Provide support to supervisors and staff to develop the skills and capabilities of staff.
* Coordinate staff recruitment and selection process in order to ensure that a comprehensive procedure is used to hire staff.
* Provide information and assistance to staff, supervisors and Council on HR and work related issues.
* Composes routine letters and reports using instructions or guidelines of the work area.
* Processes payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
* Processing and knowledge of suppliers & sub-contractors invoices & delivery notes.
* Calculates rates paid for purchases and all price extensions.
* Verifies items billed against items ordered and received and reconciles differences through follow-up with the vendor.
* Maintain cashbook, and journalize the accounting transactions.
* Maintain bank statements (Bank reconciliation).
* Designs, prepares, and maintains spreadsheets using basic mathematical calculations.
* Inventories office supplies and equipment; prepares and submits orders for purchase.

**Organization : Dost Welfare Foundation Peshawar**

**Designation : HR Assistant**

**Job duration : January 2014 to December 2014**

**Job Responsibilities:**

* Support human resource processes by administering tests, scheduling appointments and meetings, maintaining records of new and existing employees' personal information as requested by HR Manager.
* Provides payroll information by collecting attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Printing information, organizing work, answering the telephone, relying messages.
* Maintain employee confidence and protects operations by keeping human resource information confidential.
* Assists with the process of recruitment, selection and termination process.
* Maintains quality service by following organization standards.
* Maintains technical knowledge by attending different workshops and reviewing publication.
* Make photocopies, faxes documents and performs other clerical functions.
* Files papers and documents into appropriate employee files.
* Assists or prepares correspondence, Processes mail & Perform other duties as assigned.

**Organization : AJ Textile Mills Ltd (Gadoon Amazai)**

**Designation : Assistant Administration Manager**

**Job duration : January 2013 to December 2013**

**Job Responsibilities:**

* Maintaining a proper record of staff attendance, staff leaves as well as staff medical record.
* Handling all petty cash expenses and maintaining its complete record.
* Setting up and maintaining office support systems such as telephone communications equipment and protocol, office support staff rotation, vehicle management system.
* Providing general admin support to the Regional office operations.
* Supervising the maintenance of office and staff house.
* Provide expert guidance and leadership to more junior staff.
* Managing arrival, departure and stay of visitors.
* Supervising the maintenance of the office premises, furniture and fixtures.
* Perform other related duties as required, e.g., reviews of adequacy of departmental space requirements and technology.

**Organization : PTCL Peshawar**

**Designation : Internee**

**Duration : 24 Aug 2012 to 12 Nov 2012**

**Learning Areas:**

Learned about Recruitment & Selection, Training & Development, Performance & Compensation, Motivation, Staff Matters, Transfer &Posting, Promotion, UpGradation, Leave Cases, Disciplinary & HR Cases, Legal Matters & Staff Welfare Matters.

**Organization : MCB Bank Ltd (Topi Branch Peshawar)**

**Designation : Internee**

**Duration : 1st July 2011 to 31st Aug 2011**

**Learning Areas:**

Learned about General Banking, Customer Relations, Audit, Accounts, Ability to communicate and motivate team partners in consultative style, outstanding problem solving skill with Capability in man’s handling in different perspectives.

**Professional Strength:**

|  |  |  |
| --- | --- | --- |
| * Strong Communication Skills
* Strategic & Tactical Planning
* Analytical Problem Solver
* Ability to grow aggressively
* Ambitious to achieve demanding goals
 | * Team Leading Ability
* Polite & tolerant
* Dedicated & self-motivated
* Result oriented & responsible
* Punctual & able to meet deadlines.
 | * Pressure handling
* Strong management skill
* Familiar with multi languages
* Love traveling & gathering
* Ability to transform words and ideas in to action.
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**Computer Skills:**

Basic knowledge of computer, Window/Software/Hardware installation, MS office, Inpage, Internet Surfing, Emailing etc.

**Linguistic Skills:** Excellent written and Oral Communication in English, Arabic, Urdu, Pashto, Hindi.