

MUHAMMAD

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| **Objective** | Seeking a challenging career oriented position in a dynamic organization, which provides an opportunity for achievement. That allows me to utilize my skills, knowledge and experience and let me to testify my competency and confidence with greater responsibility | | | Work Experience |
| **Oracle computers**  *April 2011 to october 2016*  ***HR –Recruitment officer***   * Fulfill the vacant positions within the time line with right candidates. * Select the correct sourcing method for the recruitment and accordingly post the job * Receive all the job applications, sort and classify based on each profession and store in database for retrieval as and when required. * Coordinate for Walk-in Interviews when required * Updating vacancy and applicant status within the recruitment procedure, organizing interviews and producing interview schedules * Implementation of recruitment objectives, policies. * Daily activity Report to HOD   **(Allah Yaar Steel Works)**  *May 2007 to December 2008*  ***Office Admin***   * Oversees and administers the day-to-day activities of the office. * Develops policies, procedures, and systems which ensure productive and efficient office operation. * Assists in the coordination, supervision, and completion of special projects. * Coordinates the disposition and resolution of individual problems and disputes involving faculty, staff, as they arise. * Provides assistance in the understanding and interpretation policies and procedures, as appropriate, and ensures that office operations are in compliance with policy provisions and standards.   **INTERNSHIP (NBP)**  *March 2008 to june 2008*  internship in National Bank of Pakistan after completed B.com, during internship program i learn about below Department / section   * General Banking dept.   1- inquiry 2- Deposit 3- Bills 4-Accounts   * Credit Dept.  1. Credit Administration (CAD) 2- credit processing   3-Housing Loan   * Foreign Exchange dept.   1- F.C.A/ Cs/ Remittance 2- Export/import section  3- Bills of exchange   * Administration dept.   1-Reconciliation 2- staff loan 3- Compliance welfare |
| **Education** | **MBA**  MASTER IN BUSINESS ADMINISTRATION  HR & MARKETING  Superior University Lahore  **Graduation:**  Punjab University (B.Com) | | **2010**  **2007** |
| **Skills** | ***Professional Skills***   * Confident and deal with issues directly. * Good Presentation & Communication Skills * Good at Public dealing & HR Management * Technical Report and Business Letter Writing   ***Computer Skills***   * Win 2000/XP/Vista / 7/ 8.1, Microsoft Office * Graphics : inpage, CorelDraw, Adobe Photoshop | | |
| **Personal Info** | **Date of Birth**  **Marital Status**  **Nationality** | 20-08-1984  Single  Pakistani | |
| **VISA Detail** | **Visa expiry**  **Visa type** | 30 Jan 2017  Tourist | |
| **Languages** | * Urdu * English | | |
| **Reference** | Will be furnished on demand | | |