

MUHAMMAD

Muhammad.334440@2freemail.com

|  |  |  |
| --- | --- | --- |
| **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 ADMINISTRATIONHR & MARKETINGSuperior 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** |  20-08-1984SinglePakistani |
| **VISA Detail** | **Visa expiry****Visa type** | 30 Jan 2017Tourist  |
| **Languages**  | * Urdu
* English
 |
| **Reference** | Will be furnished on demand |