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| **ZEESHAN****ZEESHAN.336986@2freemail.com** |
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| **PERSONAL DATA:** D:\scansss\IMG_9885.jpgDate of Birth: **07/06/1989**Gender: **Male**Marital Status:**Single**Address:**49 Tail Sargodha**Domicile: **SARGODHA (Punjab)** LANGUAGES KNOWN:* **English**
* **Urdu**
* **Punjabi**

interestsTO:* Listen news
* Internet
* Exercising
* Playing Games
* Socialization
* Work for the wellbeing of society
* Listen news
* Learn new software's

BEHAVIORIAL SKILLS* Good Interpersonal Skills
* Stress Management Skills
* Excellent Customer Dealing skills
* Flexible to stay extended hours if required
* Flexible to stay in diverse culture
* Has a passion to learn and grow

REFERENCE:**Will Be Furnished On Demand.** | CAREER OBJECTIVEFocusing on versatile and challenging career that will more enhance my skills and provides me an opportunity to exercise my vital leadership and team management capabilities indispensable for a prosperous career and development of organization. ACADEMICS

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| Degree | **Institution** | **Division/****CGPA** |
| MBA (HR) | UNIVERSITY OF SARGODHA | 1ST/ 3.45/80% |
| BBA(HONS) | FOUNDATION UNIVERSITY ISLAMABAD | 1ST/3.82/90% |
| FSC | ITM COLLEGE SARGODHA | 2ND/D |
| MATRIC | SUFFAH HIGH SCHOOL SARGODHA | 1ST/B |

PROFESSIONAL EXPERIENCE 1. Working as a HR & Admin Officer in CHARMINAR EVENT COMPLEX SARGODHA (OCT-16 to Present)
2. 1 Years Experience as Officer HR in MASOOD TEXTILE MILLS FAISALABAD (SEP 2015 - SEP 2016)

1. Worked on HRMS software (oracle)2. Responsible for the **Recruitment and Selection, Training & Development, Manpower Management**3. Responsible for proper management of **Personal Files (**Employees)4. To coordinate with data section to resolve any feeding issues.5. Responsible to conduct **Job description** updating activity of all employees.7. Responsible to conduct quarterly **performance appraisal** report evaluation.8. Responsible to **monthly survey** conduction.9. Responsible to daily visit the floors & prepare daily **Compliance Report**.10. Responsible to manage **Compliance issues.**11. Responsible to make **Social Security Cards** of employees.12. Responsible to make & Feed the application leaves, leave Encashment, Charge Sheets, Performance Evaluation, Experience letters, NOC of employees.1. 1 year experience as Sales & Accounts Officer in **BALLY GARMENTS** (MAR 2014 - MAR 2015)
2. 6 months Experience as KPO in **TELENOR,SARGODHA**
3. 6 weeks internship as Internee in **FAUJI FERTILIZER RAWALPINDI (FFC)**

skills* Excellent Computer Skills
* MS Office ( MS word, MS Excel, MS Power point )
* Good Communication Skills
* Worked on ERP (Oracle Software)
* Excellent In-page Skills
* Excellent Human Resource Skills
* Peach-tree Accounting Software

Certifications* Certification of Appreciation from University of Sargodha to participate and presenting in “Business Research Seminar” in area of HRM, Finance

 and Marketing, Feb 2015* Certification from University of Sargodha of participation in “Management Training Workshop” on Peachtree Accounting Software, SPSS(statistical package for social sciences), MS office, E-views, 2015
* Certification from University of Sargodha of participation in “Finishing Touch Workshop on Professional Interpersonal Skills &amp; Aptitude Grooming 2014
* Internship Certification from FFC
* Certification from Foundation University for maintaining convocation program
* Cricket Certificate from EME in Olympiad 2011 as a Foundation student
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