|  |  |
| --- | --- |
| **ZEESHAN**  [**ZEESHAN.336986@2freemail.com**](mailto:ZEESHAN.336986@2freemail.com) | |
|  | |
| **PERSONAL DATA:**  D:\scansss\IMG_9885.jpg  Date of Birth:  **07/06/1989**  Gender:  **Male**  Marital Status:  **Single**  Address:  **49 Tail Sargodha**  Domicile:  **SARGODHA (Punjab)**   LANGUAGES KNOWN:  * **English** * **Urdu** * **Punjabi**   interests  TO:   * 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 OBJECTIVE  Focusing 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   |  |  |  | | --- | --- | --- | | 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 |
|  |  |
|  |  |