##### **C:\Users\AA Shaw\Documents\My Bluetooth\MAKEUP_20170902095148_save-1.jpgAhsan**

##### Experience**:** 5 Years

##### Educational Qualifications: MBA in HR

##### Contact Information: C/o 971504753686

#####  Current Location:**, Pakistan**

##### Email: ahsan.348909@2freemail.com

Summary & Achievements

##### During the period in Telenor Pakistan, my job description comprised of planning of daily activities as a leader

##### Leading the whole staff to achieve the target required as planned, recruiting the best manpower to meet the organizational needs

##### Providing the team members training and developing merit to assess their performance

##### Making sure Incentive should be based on performance appraisal by matching to the position held by union members

##### Surveying level of satisfaction with the job & compensation which is significant to organizational development, maximizing employees relation & retention

Work Experience (2 years)

##### **C:\Users\Ahsan\Desktop\Telenor-Pakistan-Logo.jpgAssistant Manager**

##### **Telenor Pakistan**

##### (A leading telecommunication company in Pakistan)

##### 10/2015 – still

##### HR policies & administrative functions like job analysis.

##### Coordinating, Maintaining employees relations & conflict resolution, retention according to labor laws & American disability act

##### Training, learning & development, tracking of accounts, payroll, making deals with partners and stakeholders

##### C:\Users\Ahsan\Desktop\bankofpunjab.jpgManagement & supervision of staff and franchise’ resources to make sure that everything run smoothly

##### **Internee**

##### **Bank of Punjab**

##### (One of the largest semi Govt. Banks in Pakistan)

##### 05/2015 - 07/2015

##### Worked there as an internee with the senior officials and gained set of nuances from their experience

Volunteer social Projects (2014 to still)(3 years)

##### Pakistan’s Economy

##### Peace & Difficulties

##### Education system & wastage of US Aid

Educational Qualifications

##### **MBA**

##### Virtual University of Pakistan

##### 02/2012 - 09/2015

##### Courses: Human Resource Management

##### **BA**

##### University of Punjab

##### 07/2008 – 08/2011

##### Courses: Journalism, English

Skills

##### MS Office, HRM, Public speaker, Creative writer, deductive analysis, Leadership

##### Team leader & player, Public Relation, , documentation Research, excellent communicator

##### Multitasking, negotiator & mediator, customer service, creativity and innovativeness

* Assessment and selection • Behavioral interviewing • Benchmarking • Benefits administration • Budgeting and fiscal control • Business reengineering • Business writing strategies • Change management • Coaching • Collective bargaining • Community service • Compensation management/analysis • Consultant • Contract negotiations • Culture management • Curriculum development • Database management • Decision making • Dispute arbitration • Diversity management • Documentation • Employee engagement • Employee handbook • Employee orientation • Employee relations and mediation • Employee retention • Employee satisfaction • Employee surveys • Equal Employment Opportunity (EEO) • Equity issues • Executive search • Exit interview • Facilitation • Generalist • Grievances • HRIS technology and solutions • Headhunter • Health and safety programs (occupational) • Human capital management • Incentive programs • Industrial relations • Interviewing • Job descriptions • Labor relations • Leadership development • Leadership surveys • Lost time/leave • Management/management principles • Mentoring • Merger and acquisition • Negotiations • Operating budget • Organizational behavior • Organizational effectiveness • Organizational development • Outplacement • Outsource • Payroll • Pension administration • Performance appraisal/evaluation • Performance improvement • Performance management • Personnel records • Personnel selection • Planning • Policies • Pre-employment screening • Procedures • Professional development • Program design • Project development • Project management • Promotion • Recognition • Recruitment • Regulatory affairs • Remunerate • Resume • Restructure • Retention • Rewards and recognition • Salary reviews • Selection process • Specialist • Staffing/scheduling requirements • Strategic management/planning • Succession planning • Systems information • Talent management • Team building • Temp • Training and development • Union • Vendor management • Workers Compensation • Workflow reviews • Workforce planning Accuracy, Adaptability, Always Reporting for Work on Time, Anticipating The Needs of Supervisors, Attention to Detail, Calming Dissatisfied Clients, Composing Effective Correspondence, Consistently Meeting Deadlines, Controlling Expenses, Creating Attractive Presentation Slides, Creating Complex Macros, Customer Service, Dependability, Efficiencies, Enhancing Quality, Excellent Command of the English Language, Explaining Clearly, Friendly, Flexibility, Graphic Design, Greeting Visitors Warmly, Highly Organized, Identifying Optimal Suppliers, Interfacing Effectively with Diverse Personalities, Juggling Competing Priorities, Learning New Technology Quickly, Maintaining  Confidentiality, Managing Databases, Meticulous, Microsoft Access, Microsoft Excel, Microsoft Word, Orchestrating Events, Organizing Meetings, Outstanding Attendance Record, Personable Phone Manner, Politically Savvy, Positive Attitude, PowerPoint, Precision, Prioritizing Tasks, Problem Solving, Producing a High Volume of Work, Professional Dress and Demeanor, Proofreading Documents, Protecting Supervisors, Quality Control, Resolving Complaints, Saving Money, Screening Calls and Visitors, Serving Multiple Supervisors, Streamlining, Taking Initiative, Team Oriented, Thriving on Pressure, Time Management, Troubleshooting, Unflappable, Verbal Communication, Web Design, Working Independently