## Muhammad

## Muhammad.356605@2freemail.com

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| Career Objectives:Ardent to acquire such challenging post that aid to enhance my full endowment and drive me as well as the Hiring Organization towards glittering destinations. |

### Professional Summary:

I have completed my **“Master of Business Administration (MBA) in Human Resource Management (HR)”** from the **“University of Wales in England”** in March 2013. I have worked in a multinational company called **“RAIS CORPORATION LIMITED”** in Bolton, United Kingdom for 3 years in different departments i.e. as a Customer Sales Advisor, Line Manager and also a Retail Store Manager. Previously I have worked for Yousaf Auto Point Private Limited Gujranwala as an Accountant and Manager for 3 Years also in M/s Ayk (Pvt.) Ltd in Gujranwala as an Executive Tender Department and in Hydro-tech engineering as a Senior Accountant. Currently I am working in **“Gulf Precast Concrete Company L.L.C”** as “**Human Resource Officer”** (HR Officer).

### Experiences:

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| **Sep-2015 – till date**  **Feb 2010 -  Dec 2012**  | *Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: Description: cid:image001.png@01CF103D.68497DD0Human Resource Officer (HR Officer)**Gulf Precast Concrete Co. L.L.C.*Task Includes*:*1- Recruitment & Selection of employees and workers. 2- Maintain of Passport records & releasing.3- Taking Care of CSR Programs of the company and HR representative in different events.4- Conducting Interviews of new candidates.5- Employee Appraisals and Grading.6- Handling Accommodation disputes.C:\Users\zubai_000\Desktop\Spar.jpg7- Maintain all record of employees in ERP System.***Rais Corporation Limited, Bolton, England, United Kingdom***Customer Sales Advisor, Line Manager and Retail Store Manager Multiple Tasks Includes: 1- Planning, Organizing, Directing, Coordinating and Controlling for the business.2- Keeping eyes on Strengths, Weaknesses, Opportunities and Threats of the company and try to improve constantly. 3- Handle all the business and staff related matters and reforms in different areas on monthly basis in the Company. 4- Providing equal opportunities for all staff members and provide them all HR facilities.5- Did excellent customer service experience and achieved all goals set by the Senior Management of the Company. |
|  **Jun 2013 -  May 2014** **Jul 2014-** **Jul 2015****Jan 2007 - Dec 2009**  | C:\Users\zubai_000\Desktop\Ayk Pvt Ltd.jpgExecutive Tender Department***M/s Ayk Private Limited., Gujranwala, Punjab, Pakistan***Worked in different departments within the company.1- Documents Specialist i.e. buying, preparing, submitting, meetings and attending most opening ceremonies regarding all companies tenders on behalf of my company.2- After sale and services keeping eye on different areas of providing the products, material and specific services required by the end users after winning the tenders.3- Performs lighter jobs which were assigned me by the “Managing Director” of the company during and after working hours.C:\Users\zubai_000\Desktop\Logo.pngSenior Accounts Manager***Hydrotech Engineering, Gujranwala, Pakistan***Manufacturers, traders and general order suppliers.Tasks Includes: 1- Auditing2- Supervision of Accounting Books. 3- Preparation of Financial Statements.4- Strategy Formation of Business by keeping in view the Financial Statements and Trends.5- Monitoring and Controlling Major Expenditures for Futuristic Purposes.C:\Users\zubai_000\Desktop\YAP (Accountant).jpgAccountant and Manager***Yousaf Auto Point Private Limited, Gujranwala, Punjab, Pakistan***Multi Tasks Related to Accounting and Managing.1- Maintaining Accounts in an Accounting Software exactly like **“Indian Tally. ERP 9 Accounting Software”** System, 2- Process salary slips, maintain attendance reports, manage banking and finance matters,3- Staff Human Resources Issues, Supervision on Company Labors,4- Customer Assistance includes dealing with other companies regarding Raw Material and Payments etc. |

### Academics:

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| **Mar 2013** | Master's Degree - MBA in Human Resource Management***University of Wales (England and Wales), Manchester, England, United Kingdom***C:\Users\Zubair Mughal\Downloads\UOWLabel.png**Major Subjects:** * Marketing and Business Environment
* Accounting and Corporate Finance
* Strategic Management and Leadership
* Systems and Operations Management
* Coaching and Mentoring for Leadership Management
* International Human Resource Management and Final Dissertation
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| **Aug 2011** | Master's Degree - Postgraduate Diploma in Business Management***West London College of Business and Management Sciences, Manchester, England, United Kingdom***C:\Users\Zubair Mughal\Desktop\PG Diploma.jpg**Major Subjects:** * Strategic Business Management and Planning
* Leadership and Change Management
* Organizational Resource Management
* Corporate Management in Action
* Management of Financial Resources and Performance.
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| **Jul 2010** | Certification of English Language - English Language Course***Trinity College London, Manchester, England, United Kingdom*** |
| **Feb 2005** | Bachelor's Degree – Bachelor of Commerce***Government College of Commerce, Gujranwala, Punjab, Pakistan***C:\Users\Zubair Mughal\Downloads\logopu.png**Major Subjects:** * Introduction to Business
* Business Mathematics and Statics
* Auditing and Functional English
* Cost Accounting & Advance Accounting
* Introduction to Computer
* Banking and Finance
* Economics & Islamic Studies
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| **Dec 2002** | Intermediate Degree - Diploma in Commerce***Government Commercial Training Institute, Gujranwala, Punjab, Pakistan*** |
| **Dec 2000** | High School Certificate - Matriculation in Arts***Board of Intermediate and Secondary Education, Gujranwala, Punjab, Pakistan*** |

### Languages:

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|   | English | (Fluent - Wide Knowledge) |
|   | Urdu | (Fluent - Wide Knowledge) |
|   | Punjabi | (Fluent - Wide Knowledge) |

### Skills:

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|   | * Ability to Perform Under Tremendous Pressure
 | (Expert) |
|   | * Ability to Performing Multi-Tasks at a Time
 | (Expert) |
|   | * Ability to Work as an Effective Team Player
 | (Expert) |
|   | * Business Development Analysis and Creativity
 | (Expert) |
|   | * Critical Thinking and Decision Making Ability
 | (Expert) |
|   | * Leadership With Complex Problem Solving Skills
 | (Expert) |
|   | * MS Office. Effective Internet Surfing. Operating Systems Win 10
 | (Expert) |
|   | * Ability of Quick Learning
 | (Expert) |
|   | * Planning, Directing, Coordinating and Execution
 | (Expert) |
|   | * Typing ability/ Speed 50-60 words / mint
 | (Expert) |

### Honors & Awards:

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| **Mar 2011** | Best Student of the YearI have won **"The Best Student of the Year Award"** in March 2011. It was presented me by the **"Lord Mayer of Manchester called Mr. Mark Hackett"** at that time for earning top positing in my English Language Course, which was affiliated with the Trinity College London during my study term in Manchester, United Kingdom. |