## Muhammad

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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.jpg Executive 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- Auditing 2- 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).jpg Accountant 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 |
| **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. |
| **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 |
| **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 Year I 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. |