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# Hedayat

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| [Hedayat.163798@2freemail.com](mailto:Hedayat.163798@2freemail.com) **Personal Information** |  |
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| **Visa Status: Visit till Nov 2017**  Gender: Male  Religion: Islam |  |
| Marital Status: Unmarried Objective I am looking to secure a position with an your Organization where I can use my abilities, experience and contribute to a performance-oriented environment, set and achieve growth and profitability targets, and constantly look to improve my own performance and that of my employer.  **Education** |  |
| * **Master of Business Administration (HRM) 2015-17**   CGPA 3.5  Institute of Management Sciences Peshawar |  |
| * **Bachelor of Business Administration (Finance) (2010-14)**   CGPA 3.8  Iqra National University Peshawar |  |
| * **Higher School Certificate (Pre-medical) 2006-08**   Ist Division (60%)  Board of Intermediate & Secondary Education Malakand |  |
| * **Secondary School Certificate (Matric Science) 2006**   Ist Division (73%) |  |
| Board of Intermediate & Secondary Education Malakand |  |

## Work Experience

1. **Rural Development Organization, Dir Lower, Pakistan**

* ***Data Entry Officer*  Oct, 2009-March,2010**

**Key Responsibilities:**

* Updated record of IDPs of Swat & Malakand as a member of implementing partner with United Nation World Food Program.
* Baseline and Endline surveys and data assessment.
* Prepare Daily Report Weekly and Monthly Reports.

Any other tasks assign by manager.

**SHED Peshawar, Pakistan**

**Data Management Officer March, 2015 –Aug 2015**

**Key Responsibilities:**

Providing health and psychosocial support to IDPs of Bara Khyber Agency as a member of implementing partner of UNOCHA.

Baseline and Endline surveys and data assessment.

Prepare Daily Report Weekly and Monthly Reports.

Any other tasks assign by manager.

**ZEAL FOOD & BEVERAGES PVT LTD**

* ***HR & A Officer*  January 15, 2017 –August 09, 2017**

***Key Responsibilities:***

* Ensure that all activities and documentation is handled in the strictest confidence within the HR department.
* Ensure effective administration and full documentation for Human Resources department covering every activity, issue, grievance, etc.
* Providing payroll information to Finance department at the end of each month
* Ensure administrative support for staff recruitment, interviews, new employee orientation & administration of close of service procedures
* Develop and undertake induction and orientation for all new hires.
* Ensuring employee performance evaluation system at field level.

**ACHIEVEMENTS:**

* Provide consultancy to “Ample the Consultant” organization for HR policy and HR manual. An academic assignment.
* Communication, Leadership & Presentation Skills. Attended six days training program at IQRA NATIONAL UNIVERSITY Organized by IDEA and Supported by Peshawar Uplift Program.
* Member of Drugs Free World International Organization USA.
* MS OFFICE: Frequently used MS-Excel, MS-Word and MS-PowerPoint, Email and letter writing, printing letters, formats designing and presentations.
* SPSS- Trained in SPSS for research work at university.
* Research Thesis on effects of Perceived organization support on Organization Citizenship Behaviour and employee turnover intention. Master’s degree final thesis
* Research Thesis on Effects of financial crises on stability of banks-An evidence of Pakistani Banks. Bachelor degree final thesis.

**Other Interests:**

* Books Reading
* Traveling
* Internet Suffering

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| **References:**   |  |  | | --- | --- | | Will be furnished upon request. |  | |  |  |