

Date of birth: 30th April, 1979

Religion: Islam

Nationality: Pakistani

Marital Status: Married

FARAHAN

Email: [farahan.384258@2freemail.com](mailto:farahan.384258@2freemail.com)

***WORK EXPERIENCE:***

* ***HR Administrator***

**Al Shabbab Passenger Transport LLC**

December, 2014 – September, 2018

* ***Human Resource Officer***

**AWARD (All Women Advancement**

**& Resource Development)**

From March, 2012 To September, 2013

* ***HR Assistant / Date Validator***
* **BEFARe**
* From 1stJune, 2011 to 31st December, 2011 &
* From 23rdSeptember, 2013 to 23rd November, 2013
* ***Admin & Finance Officer***

**K B Strengths (Procurement Solutions)**

From October, 2008 to April, 2011

***PROFILE:***

* MBA - Finance & HR (Dual Specialization)
* 7 years of experience in various aspects of Administration & HRM.
* Successfully completed UNHCR & USAID projects.
* Provide senior management and others with various types of employee reports including attrition, absence, compensation, annual leave, overtime costs and headcount.
* Organizing the recruitment of staff, coordinating interviews & checking references.
* HR reporting to management.
* Managed time & attendance records for payroll
* Administering payroll/deductions/pensions for staff.
* Maintain management Information System (manual or computerized)
* Creative thinking
* Good Communication Skills
* Goal Oriented, Analytical Approach
* Strong-minded and a Team Worker
* Knowledge of Immigration Requirements (Visa Processing)

***CERTIFICATION / ADDITIONAL SKILLS:***

* **MS Office** (All versions, esp. MS Word, MS Power Point & MS Excel)
* **Comrade**
* **ERP**
* ***QuickBooks***
* ***MIS*** *(Management Information System)*
* **MCP** *(Microsoft Certified Professional)*
* **Oracle Developer** 2000 Rel.6.0 & RDBMS

***EDUCATION:***

* 2008-2009: **MBA (HRM: *dual specialization*)** City University, Peshawar. 2.95 CGPA
* 2005-2007: **MBA (Finance)** City University,

Peshawar. 2.81 CGPA

* 1998-2000: **B.Sc (Maths A, Maths B & Stats)**

F.G Degree College for Men, Peshawar. 2nd Div

***LANGUAGES:***

* English
* Urdu / Hindi
* Arbic (Basic)