

Muhammad Sibtain



Personal Statement

To enjoy work in an organization where my competencies and skills are utilized to achieve company's goals through professional ethics, sincere commitment, and hard work, which in return can help in personal development and career progression.

Professional Experiences

Project Coordinator South-West at Pakistan Oxygen Limited.

August 2021 — To Date

- Thorough project documentation (Preparation of Quotations, Tender documents, procuring materials, Costing etc.
- Being point of contact for various working groups.
- Ensuring the schedule and details of a given task.
- Ensuring resources and equipment are always available on site.
- Visiting Hospitals for sales purpose

HR Associate at Rivets Learning Private Limited.

October 2018 — July 2020

- Maintained human resource record by managing applications and resumes.
- Assisted with recruitment and record maintenance for payroll processing as well as provide clerical support to all employees.
- Developed and maintained a file system.

Research Assistant at National Assembly of Pakistan.

April 2016 — December 2017

- Coordinate with Parliamentarians for arranging Standing Committee meetings.
- Make minutes of meeting and press releases.
- Assisted in research work and administrative tasks.

Education

- M.Phil. in Management Sciences (HRM) – University of Lahore, Islamabad Campus, Pakistan.
- BS (Honors) Economics - Forman Christian College (Chartered University) Lahore, Pakistan.
- HSSC - Aga Khan Higher Secondary School Gilgit.

Workshops & Conferences

- Attended International conference, South Asia, and Muslim countries (Research Paper presentations)
- Conference on Humanities Symposia Series 2014 (Arranged by, BRITISH COUNCIL)
- Workshop on Assertive Skills.
- Workshop on Personal Effectiveness.

Contact

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Links

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Skills

Microsoft Office Suite

Planning Meetings

Verbal-Nonverbal Presentations

Technical Writing

Languages

English

Urdu