



Adnan Wazir

HR Officer

+92.324.5009192

adnan.wazir2001@yahoo.com

H#93, St#31, Block -D, ECHS D-18
Islamabad, Pakistan

Summary

I am self-motivated, efficient and energetic human resources professional. I did my MBA/MS and BBA in HR from Bahria University, Islamabad. I believe that my strengths and skills make me perfectly fit for this position.

Currently I am working as Human Resource Officer at Medical Teaching Institution (MTI) Hospital, Bannu, Khyber Pakhtunkhwa. I have worked as Assistant Registrar at Shuhada e APS University of Technology Nowsehra , KP. I also worked as Assistant Research Officer in Government of Khyber Pakhtunkhwa Industries Department, KP, Peshawar. Along with that I have an experienced to work as language translator with the Students of Stanford Law School, USA on an international report (living under drone).

My long term career goal is to continue to learn and grow with my specialist knowledge, skills and abilities to benefit any organization I am working for. I invite you to review my attached resume which will show you that I am a capable and professional individual who is able to perform to the highest standards in areas of *Human resource management*.

Skills

- Administrative Assistance
- Employee Database Management
- Talent Acquisition
- Assignments Handling
- Presentation
- HR management
- Employee Documentation
- Report Writing Skills
- Recruitment & Selection

Experience

HR Officer

Medical Teaching Institution (MTI) Hospital, Bannu, Khyber Pakhtunkhwa, Pakistan

Oct 2022 - Present

- Recruitment and Selection
- Maintain Employee Record
- Advertisement
- Shortlisting of Applications
- Prepare Presentation
- Training and Development
- Orientation to new employees
- Maintain Leave record
- Maintain Biometric Attendance of employees
- any other task assigned by Higher ups

Assistant Registrar

University of Technology Nowshera, Nowshera, Pakistan

Apr 2017 - Oct 2018

- Administer the daily operations of all teaching and administrative department of the university.
- Provide administrative support / Human Resource to all the teaching and Administrative departments.
- Perform complex professional, technical, and administrative tasks relating to the administration of the university departments.
- Scrutiny, Short listing, of Job Applications/applicants.
- Process appointment case of employees and other contract positions.

- Process Job contract renewal, termination, issue experience certificates / no objection certificates case for various purposes.
- Initiate leave cases and matter pertaining to disciplinary actions.
- Process cases of increments and honorarium.
- Correspondence with relevant government departments.
- Keep record of employees' personal files.
- Supervise Academic Section.
- Notify change of official timings, Summer Vacations, Spring/Winter Recess and other holidays.
- Prepare agendas and presentation for meetings

Assistant Research/planning Officer

Industries Commerce and Technical Education Department, Khyber
Pakhtunkhwa, Peshawar, Pakistan

Jan 2015 - Apr 2017

- Review, Examine and submit PC-I, PC-II, PC-IV for approval of Competent authority.
- Data Collection and Compilation for monthly Quarter and annual review meeting of the projects
- Arrange, attend and facilitate meeting
- Record minutes of the meeting
- Coordinates with all attached departments/ formations for ongoing and new projects
- Convey progress of the project to the higher ups.
- Release funds for the different project of the attached formation
- Prepare Presentations for the higher Ups
- Prepare Annual Development Programme of Industries department, KP
- Official Correspondence with other departments i.e Finance Department, P&D etc.

Internship

, Islamabad, Pakistan

Jun 2012 - Aug 2012

language translator

stanford law school USA, Islamabad, Pakistan

Mar 2012 - Apr 2012

Internship

, Islamabad, Pakistan

Jun 2010 - Sep 2010

Education

Bahria University

MS/MBA

2013

Human Resource Management

CGPA: 3.4/4

Bahria University

2011

CGPA: 3.2/4

Languages

Punjabi

Intermediate

Pashto

Expert

Urdu

Expert

English

Expert