

Azib Malik

3/15/2023

Address: Deans Apartments, Old Bara Road University Town
Peshawar, House No GF-2A

Mobile: 03338877680
03130909677

E-mail: azibmalik@gmail.com

OBJECTIVES:

To work in a professional organization where I could positively use my skills, to improve my knowledge/experience for my career and also for the promotion of the organization.

CORE COMPETENCIES:

- Strong Communication and persuasive skills.
- Can work under pressure.
- Easy to adapt change.
- Conflict management and problem solving.
- Employee training and development.
- Data Management.
- Organizational skills.
- Teamwork and leadership.

PERSONAL INFORMATION:

Father's Name: Maqbool-Ur-Rehman

Date Of Birth: 03rd-March-1997

Religion: Islam

Nationality: Pakistani

EDUCATION:

- *Masters in Business Administration (Marketing):*

CGPA: 3.74

Session: 2019 to 2021

Institute of management sciences, University of Peshawar

- *Bachelor in Business Administration (Hons)(MARKETING):*

CGPA: 3.58

Session: 2015 to 2019

Islamia College University, Peshawar

- *HSSC(Pre-engineering)*

Division: 1st

Session: 2015 (Annual)

Edwads College Peshawar

- *SSC (Science)*

Division: 1st

Session: 2013(Annual)

Peshawar Model School Boys (5)

INTERNSHIP:

- Six weeks internship in Faysal Bank Limited, Islamic banking Branch from June 3rd, 2017 to August 11th, 2017.
- Six weeks virtual internship experience in Pak electronic Ltd (Marketing AD department) from June 1st, 2021 to July 12th, 2021.

EXPERIENCE:

The Monal Group of Companies

Job title: Senior HR Executive

From Oct 2021 – till date

- Monitoring overall HR strategies, systems and procedures via Oracle ERP cloud.
- Opening and Management of three Projects.
- Maintaining a smooth onboarding process.
- Recruitment/New Hiring.
- Maintaining attendance In/Out through FaceRecognition Machine through Oracle ERP.
- Probation clearance and recommendation of increment reporting to CEO, COO & GM HR.
- Monthly Closing report Preparing & Updating.
- Conduct & Investigate Disciplinary Action.
- EOBI, Labour Law & ESSI Dealing.
- Issuance of Employee Card.
- Reviewing and tackling all Audit Observations Accordingly.
- Handling workplace disciplinary and termination procedures.
- Training, counseling and resolving conflicts.
- Ensuring work place health and safety of employees.
- Processing payrolls, advances, Processing LTA and disbursement of salaries.
- Arrangement of Staff Monthly Engagement Activities & Meetings

SKILLS:

- MS Word.
- MS PowerPoint.
- MS Excel
- Effective use of internet.

LANGUAGES SKILLS:

- English, Urdu, Hindko, and Pashto

R E F E R E N C E S :

References will be provided on demand.