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**Experience**

01- HR. MANAGER | 03/2014 - 02/2020

**SÖDRA TEATERN STOCKHOLM SWEDEN -**

In the wedding hall and restaurant industry, my role of an HR manager is crucial in ensuring the smooth functioning of the business and the satisfaction of both customers and employees. Here some of my responsibility as an HR manager in this industry may perform:

1. **Recruitment and Staffing:**
   * Identify staffing needs based on business requirements.
   * Develop job descriptions and specifications for various positions.
   * Conduct recruitment and selection processes to hire qualified and skilled staff, such as chefs, servers, event coordinators, and cleaning staff.
   * Collaborate with department heads to ensure adequate staffing levels during peak seasons or special events.
2. **Training and Development:**
   * Implement orientation programs for new hires to familiarize them with company policies, procedures, and culture.
   * Provide ongoing training to employees to enhance their skills and keep them updated on industry trends and standards.
   * Facilitate cross-training to ensure flexibility in staffing and improve employee engagement.
   * Identify opportunities for career development and advancement within the organization.
3. **Employee Relations:**
   * Act as a mediator in resolving conflicts and addressing employee grievances.
   * Foster a positive and inclusive work environment.
   * Implement employee recognition programs to acknowledge outstanding performance.
   * Communicate company policies and ensure compliance with labor laws and regulations.
4. **Compensation and Benefits:**
   * Manage and administer employee compensation and benefits programs.
   * Conduct regular salary reviews and ensure that compensation is competitive within the industry.
   * Administer employee benefits such as health insurance, retirement plans, and other perks.
   * Stay informed about industry standards and trends related to compensation and benefits.
5. **Health and Safety:**
   * Develop and enforce health and safety policies to ensure a secure working environment.
   * Conduct regular safety training for staff to prevent accidents and injuries.
   * Implement emergency procedures and evacuation plans.
   * Ensure compliance with health and safety regulations and conduct regular audits to identify and address potential hazards.

02- MANAGER outpatient & amboulatory services | 02/2020 - 03/2021

**CAPIO S:T GÖRAN SJUKHUS/Hospital STOCKHOLM SWEDEN -**

03- MANAGER ACCIDENT AND EMERGENCY | 08/2021 - 03/2023

**Hayat Abad Medical Complex - Peshawar, Pakistan**

04- District Coordinator (Project)| 12/2023 - Still

**IPH-SS Khyber medical University - Peshawar, Pakistan**

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**Skills**

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| * 1. Leadership: You may have developed skills in leading and managing teams, as well as the ability to inspire and motivate others to achieve their goals. * 2. Communication: Effective communication is essential in any management role, and you may have honed skills in written and verbal communication, as well as the ability to communicate with a variety of stakeholders. * 3. Strategic thinking: You may have developed skills in analyzing complex business problems, identifying opportunities for growth, and developing strategic plans to achieve organizational objectives. * 4. Financial analysis: Many management roles require an understanding of financial statements and budgeting, and you may have developed skills in financial analysis, budgeting, and forecasting. * 5. Project management: You may have learned how to plan, execute, and monitor complex projects, including managing timelines, resources, and budgets. * 6. Critical thinking: You may have developed skills in evaluating information, analyzing data, and making informed decisions. * 7. Interpersonal skills: You may have honed your ability to work collaboratively with others, manage conflict, and build positive relationships. |

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**Education and Training**

**Umeå School of Business - Sweden | MBA, MS**

Management Sciences, 02/2013

**IBMS/CS Agri University of Peshawar - Peshawar | MBA**

Management Science HRD, 02/2008

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**Certifications**

**Certified** in Conflict and Disaster management, Umeå Business School Sweden - 2010

**Certified** in Basic Health Care Professional , MOA Lärcentrum Stockholm Sweden - 2021.

**Certified** in SPSS, MS Office Haris Institute Sadder Peshawar, 2006