

MUHAMMAD ATIF

S/O: SAJJAD RASOOL
Email: atifsajjad44@gmail.com
Mobile: +92-311-1570556 / +92-342-9343424
Nationality: Pakistani
Marital status: Married
Postal Address: House # 402, Street # 03, Mohala Swatti Phattak, Shaheen Colony,
Peshawar
Current Address: House # 03, Faisal Street Shaheen Colony Swatti Phattak, Peshawar.

OBJECTIVES

Aim to work in an organization that provides me challenging tasks and a dynamic environment, helping me in learning and executing my job in a better way.

WORK EXPERIENCE

Human Resource Officer

Air University, Islamabad – (February 2020 – Till Date)

My key Responsibilities;

- Preparing job descriptions, advertising vacant positions, and managing the employment process.
- Orientating new employees and training existing employees.
- Monitoring employee performance.
- Ensuring that all employees are organized and satisfied in their work environment.
- Overseeing the health and safety of all employees.
- Implementing systematic staff development procedures.
- Providing counseling on policies and procedures.
- Ensuring meticulous implementation of payroll and benefits administration.
- Communicating with staff about issues affecting their performance.
- Ensuring accurate and proper record-keeping of employee information in electronic and digital format.

Senior Customer Services Officer (OG-II)

NRSP Microfinance Bank Ltd – (February 2016 - March 2019)

My key responsibilities;

- Sole Customer Dealing
- Govt. / Private Departments & Organizations Dealing
- Branch Supervisions
- Cash Supervision
- Daily base Entries supervision
- Customers quires solutions
- Keeping all branch record
- Preparing monthly Bank Reconciliation Statement (BRS)
- Preparing monthly stationary balancing (Cheque Books, ATMs, Pay Orders (P.O), Demand Drafts (D.D), Islamic Certificates, etc.)
- Daily Conversation with Head Office about branch & customer matters.

- **Cash Officer**

United Bank Ltd. (AMEEN) Islamic Banking – (January 2015 – January 2016)

My key responsibilities;

- Cash Counting & Handling
 - Cash Entries
 - Doing Cash entries and reported to Branch Operation Manager (BOM)
 - Cash Balancing
 - Bookkeeping
 - Preparing Balance Sheet
- These all work is done and reported to Branch Operation Manager (BOM) on daily bases
Junior Clerk (BPS-12 Contract)

The University of Agriculture Peshawar – (January 2011 – January 2014)

My key responsibilities;

In the Meeting Section of the University

- Preparing Meeting Syndicates
- Keeping all record of candidates who apply for the post
- Doing Short Listing with the help of Assistant Registrar
- Feedback & Informing the candidates through Email & Telephonic who successfully selected for test & Interview etc.

In Establishment & Accounts Deptt: of the University

- Preparing Monthly Salary of the University all staff
- Preparing a list of retired staff of University & keeping all record about his service
- Typing all notification about University who give the Spdt: Establishment & Accounts

In Secrecy (Accounts) Deptt: of the University

- Preparing all Lecturers bill who perform duties & checking the papers during University Exam
- Paid Salaries to Secrecy staff with the help of support: Secrecy (Accounts)
- Supervision & keeping all records of deposit slips of the student's exam fee.

- **Assistant Accounts Officer**

Khyber Group of Colleges – (August 2009 – December 2010)

My key responsibilities;

- Collection of fee from college students
- Doing entries in the college software
- Keeping all accounts record about college students
- Daily cash balancing
- Monthly Closing etc.

- **Trainee Accountant**

Khyber Medical Centre – (February 2009 – August 2009) Six months Internship

Final Year Project

In the final year project did work on the “**Relationship of HR practices with job satisfaction in Telenor Sector**”

EDUCATION

Master’s in Business Administration (MBA - HRM)

City University of Science and Information Technology, Peshawar,
(The year 2010 – 2012)

Bachelors in Commerce (B.Com)

Khyber College of Commerce & Management, Peshawar,
(The year 2006 – 2008)

Diploma in Commerce (D.Com)

Muslim College of Commerce & Management, Peshawar,
(The Year 2004 – 2006)

Board of Intermediate & Secondary Education (Matriculation)

Govt. High School Peshawar (Arts), **(2004)**

SKILLS & ABILITIES

Computer Skills:

MS Office (Excel, Word, Outlook & PowerPoint)

Organization Software’s (Flex cube, Oracle & Peachtree, AutoCAD, Oracle)

Fast Typing Skill 35wpm

Extra-Curricular Activities:

Playing Cricket & Badminton

Participated in Pakistan Sports Board’s Summer Camp of

Cricket Travelling & Hiking

Communication & Leadership:

Strong Communication Skills, Time Management, Multitasking,
Works Well Under Pressure Attention to Detail Stakeholder Engagement Negotiation
Management.

LANGUAGES: Urdu (Native), English, Pashto.

REFERENCES: Will be furnished on demand.

Thank You
Muhammad Atif