



Adnan Ud Din

Assistant Manager
HR / Admin

CONTACT ME

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- 📍 Gul Bahar No 3, Qadirabad,
Peshawar

EDUCATION

MBA, Human Resource

City University of Science & IT

2023 - Present

BBA, Human Resource

Institute of Management Studies, UOP

2018 - 2022

FSC, Pre-Medical

Pakturk International School & College

2016 - 2018

SKILLS

- MS Office
- Presentation Skills
- Communication Skills
- Negotiation
- Team Working
- Problem Solving

WORK EXPERIENCE

Assistant Manager HR/Admin

2022-Present

Toyota Khyber Motors I Peshawar

Recruitment of staff also generating payrolls and Incentives. Managing staff at different locations at workplace. Assisting manager in all HR as well as Administration related work. Supervise and ensure day to day operations run smoothly. Assessing the needs of employees and management. Procurement of all the items and reporting to upper management. .

Lead Organizer

2021

KP Business Expo

Making of different teams for different activities of Event.
Delegating responsibilities and follow-up of teams.
Hunting and strong Liaison with Sponsors.
Creating Event proposal for Sponsors and overall documentation of the event.
Managing different vendors of the event.

Manager Human Resource

2020 - 2021

Nayab's Rogue I Peshawar

Leading and directing the routine functions of the Human Resources including hiring and interviewing staff, administering pay, benefits, and leave, and enforcing business policies and practices.
Formulating KPI's and keeping track of the performance.

Trainee Officer

2021 - 2021

Budget and Compilation Office, UOP

Worked as Trainee in Budget and Compilation office, University of Peshawar.
Learned overall operation of the department.
Practically cross checked fee receipts of students.
Learned about pay slip generation.
Practically worked on Pay Slips of overall staff.

REFERENCES

REFERENCES WILL BE FURNISHED
UPON REQUEST.