

Sulaiman Khan

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Personal Profile

I am a highly motivated and result-driven professional with a Bachelor of Business Administration (BBA) degree and a strong passion for the field of Human Resources. My educational background, combined with my practical experiences and skills, make me a valuable candidate for HR positions

Key Competencies

- Ability to solve problems at crucial scenarios
- Ability to Build and maintain strong working relationships with all colleagues
- Ability to provide support to other colleagues/fellows
- To manage and deploy things

Education and Qualifications

BBA: Islamia College University Peshawar, Pakistan
Current CGPA (3.41/4.00) Grade: A1

Intermediate: Government College Peshawar (833/1100). **Grade: A**
FSc (Pre-Med)

Schooling: University Public School University of Peshawar. (915/1100). **Grade A1**
SSC(Science)

Co-Circular Activities

And have organized and participated in many events titled as:

- Remained active member in University's Blood Society
- Remained active member in University's Students Welfare Society
- Organised many seminars and workshop at Departmental Level

Organisational Skills

- Innovative with excellent interpersonal skills and organizational abilities
- A compel for career development
- Flexible, ready to embark upon new challenges and a good Team player
- Excellent written, oral and presentation skills
- Very passionate for learning and aspiration to succeed
- Passionate and hardworking skills
- Good communication skills

Experience

Qurtuba Office Furniture (21/04/21 – 18/07/23)

- 2 years' experience as a salesman and Recovery Officer

Peshawar Educational Complex (5/06/22 -15/06/23)

- 1 Year experience as HR professional and school Manager

Northern Bottling Company Pvt (Ltd) Pepsi (19/06/23 - still working)

- Working as an Excise officer in Northern bottling company private limited (Pepsi).

Languages

- English (Can read, write and speak fluently)
- Urdu (Can read, write and speak fluently)
- Pashto (Can read, write and speak fluently)