

FAHEEM ULLAH KHAN

Date of Birth: September, 5th 1997

Citizenship: Peshawar, KPK

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CAREER OBJECTIVES

Secure a responsible career opportunity to fully utilize my training and skills, while significantly contributing to the company's success.

QUALIFICATION

DEGREE/DIPLOMA	INSTITUTION	SESSION
• Master in Public Administration (MPA-HR)	University of Peshawar	Annual, 2022
• Bachelor in Commerce (B. Com)	NUML, Islamabad	Annual, 2019
• Diploma of Information Technology (DIT)	Aptech, Peshawar	Annual, 2017
• Faculty of Science (FSC)	Govt college Peshawar	Annual, 2016
• Secondary School Certificate (SSC)	FMS, Peshawar	Annual, 2014

KEY SKILLS

- Digital Marketing (Social Media)
- Microsoft Office Automation 2013 (Advanced)
- Accessibility to Computer Aided Design software (Adobe Photoshop, Canva)

WORKING EXPERIENCE

DESIGNATION	ORGANIZATION	DURATION
• ABM	Ruba Digital Private Limited	December 28 th , 2023 till now
• HR/Admin Assistant	NICE College of Nursing & Allied Health Sciences	June 23, 2022 to December 25 th , 2023

SOFTWARE USED

- TimeTrex
- Microsoft Dynamics 365 (F & O)

ACADEMIC PROJECTS

- Performed a business activity on University Campus
- Development of small and medium enterprise plan
- Performed a business idea competition on the university campus.
- Designed Employee Selection Process

JOB DESCRIPTION**As an Assistant Branch Manager (ABM) in Ruba Digital Private Limited**

- Prepare sales report for manager retail operations on prescribed format of branch.
- Prepare daily sales and collections report of the entire retail network branch for retail operation on prescribed format on daily basis.
- Prepare branches weekly sales report for retail commercial.
- Maintain sales and recovery report on daily basis.
- Arrange stocks for branch with liaison of manager retail commercial.
- Prepare branch monthly closing sales report.
- Prepare monthly report display Centre wise sales.
- Prepare branch salesman incentive report.
- Prepare sales tax working report for tax department.
- Arrange stationary and POP for branch.
- Responsible for sharing stock demand with head office timely.
- Assist BM to implement security measures for branch.
- Assist BM in assets and expenses control.
- To ensure checking of branch petty cash vouchers and prepare DCCL report daily.
- To ensure petty cash reimbursement from finance department to branch.
- Any other task/activity assigned by the management.
- Responsible for collection of cash from his own hand and to deposit on company account on daily basis.

As an HR Assistant in NICE College of Nursing & Allied Health Sciences

- Assist with day to day operation of the HR functions and duties
- Provide clerical and administrative support to the head of Department.
- Compile and update employee records (hard and soft copies)
- Assist in payroll preparation by providing relevant data (absences, bonuses, leaves, etc.)
- Deal with employee requests regarding human resources issues, rules and regulations
- Coordinates communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters in sourcing candidates and updating our database
- Provide assistance in collecting timesheets, processing attendance records, and supporting payroll administrators to ensure timely and accurate payroll processing.