

Professional Resume

Muhammad Fawad Khan

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DOB: 20 Jan 1994

Location: Peshawar



Work Experience

PIMS Hospital (Peshawar)

HR Officer

June 2021 to Date



HR Skills

- Recruitment & Selection
- Trainings
- Documentation
- Employee Services
- Compensation & Benefit
- Employee Relation

Duties and Responsibilities:

A Human Resource (HR) officer is a skilled and qualified HR. whose role is pivotal to any organization with a workforce. They are responsible for managing every aspect of the employment process, including, orientation, and training of new staff members, and managing payroll.

- Perform duties such as job descriptions, job posting, and advertising vacant positions.
- Orientation of new employees and training existing employees.
- Monitoring employee performance.
- Maintain all staff's personal and leave Record.
- Preparing Final settlement of Employees.
- Providing counseling on policies and procedures.
- Communicating with staff about issues affecting their performance.
- Ensuring accurate and proper record-keeping of employee information in electronic and digital format.
- Preparing and updating HR policies.
- Dealing social security and EOBI.
- Oversee the completion of compensation and benefit documentation.
- Conduct job evaluation & prepared salary structured.
- Another duty assign by HR Manager.

Imtiaz Mega Mart (Islamabad)**HR Associate**

Dec 2018 to Feb 2020



Responsible for assisting in all stages of the recruitment cycle, from the responding to enquires, calling to candidates to arranging interviews, completing job offer paper work and supporting successful staff placement.

Duties and Responsibilities:

- Screening candidate profiles, shortlisting via telephonic interviews and scheduling their interviews with Manager HR & respective line managers.
- Provide clerical and administrative support to Manager HR in all operational matters.
- Answering staff queries related to their shifts, attendance & payroll issues.
- Responsible for data feeding in ERP system (Time Trax).
- Drafting letters.
- Managing employees' personal files while ensuring sequence of documents & files to keep the record up to date.
- Responsible for issuing employees cards, uniforms while keeping and updating record in the system.
- Facilitating Manager HR in training and development sessions by doing amendments in ppt file as per requirement.
- Conduct exit interview (Traditional Method) of departing employees and share feedback analysis with top management on monthly and quarterly basis.
- Responsible for day-to-day HR Operational matters with HR Manager, e.g., Attendance matters, Medical Advance/Special Cases etc.
- Developing SOPs and HR Policies as per requirement of the organization.
- Responsible for processing employees Final Settlements.
- Prepare various monthly reports for top management i.e., Headcount Report, Employee Turnover analysis and Hiring Analysis.
- Ensure that all employees' information/changes about confirmation, probation, resignations, lay off and final settlements etc. are up to date in Employee Management System.
- Hiring Analysis (Division, Department, and Section wise), Source of Hiring, and Turnaround time.
- Responsible for disbursement of employee's monthly salary and also handle all queries relating to staff salary.

Zjans Pharmaceuticals (Peshawar)**Office Assistant**

April 2016 to Nov-2018



Being Office Assistant I handle organizational and administrative tasks. The role involves managing employee's personal files, scheduling meetings and managing calendars, writing and proofreading, emailing, maintaining supplies, welcoming guests.

Duties and Responsibilities:

- Routing document for signature.
- Conference room booking.
- Greeting and managing visitors.
- Expense reimbursements.
- Sending documents/contracts through UMS.
- Arrange travel and prepare expense reports for business trips for analyst relationship in manager.
- Manage system for all office functions.
- Create, maintain and update hard copy of files for admin service.
- Operate office equipment, such as fax machines, copier or phone systems.
- Maintain files and documentation.
- Arrange conference calls for staff.
- Maintaining professional communication via phone and emails.
- Schedule, coordinate and organize events such as meetings, conference and departmental activities.
- Any other duties as directed by the manager.
- Answering phone calls.

EXTRA SKILLS

- Advance interpersonal skills, demonstrated in the ability to develop strong working relationships with colleagues and company employee
- Excellent Communication skills with an ability to liaise effectively with a range of departments to effectively implement company policies
- Excellent organizational administrative skills
- Extensive previous administrative experience of working in a HR department
- A positive attitude with the ability to self-motivate
- Proficient in using Microsoft office application
- Can-Co-ordinate a range of activities at any one time.

Research/Thesis

- **Topic**
- Impact of Import and Export and Foreign Direct Investment in Pakistan.

QUALIFICATION

MBA / MS 2019-2021

Institute of Management Studies, Peshawar

BS (Hons) Economics 2013-2018

University of Peshawar

Diploma of Information Technology (DIT) 2016-2017

Board of Technical Peshawar
