

Furqan Ahmad.

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- *I am looking for a job where I may apply my skills, knowledge and experience for growth of organization and simultaneously provides me opportunity to gain more skills, knowledge and experience for my professional development & advancement*
- *Welcomes new employees to the organization by conducting orientation.*
- *Provides payroll information by collecting time and attendance record*
- *Maintains employee information by entering and updating employment and status-change data.*
- *Support human resource processes by administrating tests, scheduling appointments, conducting orientation, maintaining records and information*
- *Maintains quality service by following organization standard.*

QUALIFICATION:

- Masters in Commerce (M.COM)
- Bachelors in Commerce (B.COM)
- Diploma in Information Technology (DIT)

WORK EXPERIENCE:

- **Mkb Pharmaceuticals (Pvt) Ltd***

Working as Assistant to HR Manager - From January 2020 till Date

Assistant to HRM Responsibilities:

- Maintain accurate and up to date Human Resource files.
- Maintain all kinds of Documentation related to employees.
- Maintain Leaves Record of Employees.
- Helping HRM for Hiring and Firing Employees.(Recruit)
- Helping HRM in Salary Making and in Increment.
- Discuss and Resolve different matters of Employees.
- Making Evaluation Report on the basis of Performance.

- **MKB Pharmaeauticals (Pvt) Ltd.**

Working as Data Entry Operator and Store Supervisor - From Jun 2019 till Dec 2019.

Data Entry of Stock, Invoicing and Checking on FGS Staff:

- Comparing purchase orders with invoices and packaging lists.
- Inspecting deliveries to ensure they match order and invoice criteria.
- Processing returns for incorrect or unsatisfactory items.
- Organizing and storing received items in appropriate areas.
- Updating inventory with received items.
- Maintaining records of orders, delivery details, etc.

Assistant to DMS Responsibilities:

- Take customer orders on Whatsapp
- Receive payments from Distributors
- Maintain their Ledgers
- Note their complaints, orders and then discuss with DMS (Director Marketing and Sales)

COMPUTER LITERACY:

- Moderate level experience of various tools of MS Excel, MS Word & MS Office.

Skills

- Problem Solving
- Communication
- Teamwork
- Organization
- Creativity
- Responsibility

Languages:

- Urdu
- English
- Hindko
- Pashto

Reference

Upon Request