Kabir Ahmad

Location: Momin Town, Street#06, House#A104, Peshawar, KPK.

Telephone: 0315-1957723

Email: kabirahmad957@gmail.com

Professional Summary

- ✓ Aspiring to be a part of a dynamic business organization where I can utilize my potential by playing a lead role for furthering the cause of business.
- ✓ Accepting the challenge of today's fastest growing industry, the skill and experience. I plan to pursue my training by doing specialization and to be the most successful professional in my field. My objective is to be a sympathetic and well informed professional, familiarize myself and be practically involved in the basics of management and every day hard work.

Professional Experience:



✓ Batch Trainee Officer (November 26, 2021 – Till Date).

Currently Working as Recruitment Officer Human Resourcing Department at Bank of Khyber, HO Peshawar.

Job Description:

- ✓ Advertisement Designing/ Uploading/ Updating According to need & Also Processing at back end.
- ✓ Raw Data Extraction, Cleaning and Organizing.
- ✓ *Screen incoming resumes and application forms.*
- ✓ Shortlisting (Reviewing resumes and cover letters to determine whether candidates meet qualifications for the position).
- ✓ Provide shortlists of qualified candidates to hiring managers.
- ✓ Interview Approval.
- ✓ Scheduling and conducting interviews with candidates to evaluate their suitability for the job (Conducting Interview: includes Assessment Sheets, Attendance Sheet, Filing and Interview Intimations).
- ✓ MIS Maintaining.

✓ Beside JD having some more Experience

- ✓ Merit listing.
- \checkmark Checking Compliance and ECIB of the selected candidates.
- ✓ Hiring Approval.
- ✓ Issuing Offer Letter to Candidates.
- ✓ Candidate Personal File Maintaining.

Education & qualifications

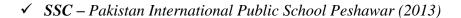


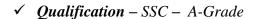
- ✓ *Master –University of Peshawar* (2019 –2021)
 - ✓ **Degree subject** Master of Business Administration
 - ✓ **Specialization** Human Resource Management
- ✓ Bachelor Abasyn University, Peshawar (2015 –19) (Gold Medalist)
 - ✓ **Degree subject** Bachelors of Business Administration (Hons)
 - ✓ Specialization Finance





- ✓ HSSC Islamia College Peshawar (2013–15)
 - ✓ *Qualification FSC B-Grade*









✓ Diploma In Information Technology

Board of Technical Education Peshawar

Research project
Impact of Corporate Social Responsibility on the Financial Performance in
Sector
Skills
Word-Microsoft
Excel-Microsoft
Power Point-Microsoft
Internet Surfing
Extrovert, Positive Thinking
Outlook
Seminars
* Training on Jamaponji.com by SECP.
Languages
English, Urdu, Pushto.
References