

Kabir Ahmad

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

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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.*
- ✓ 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



- ✓ **SSC** – Pakistan International Public School Peshawar (2013)
 - ✓ **Qualification** – SSC – A-Grade



- ✓ **Diploma In Information Technology**

Board of Technical Education Peshawar



Research project

- ✓ *Impact of Corporate Social Responsibility on the Financial Performance in Telecom 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

- ✓ *Reference available upon request.*