

Sajjad Ur Rehman



CORE COMPETENCIES

- Employee Training and Development
- Best Recruiting Practices, Payroll,
- HR Information Systems Etc.

WORK EXPERIENCE

HR Expert

FIRST INTEGRITY TITLE COMPANY, | JANUARY 2012 TO DECEMBER 2023

- Payroll For Employees
- Filing of Employees
- Recruitment and Selection.

HR Intern

ALKHIDMAT HOSPITAL PESHAWAR |SEPTEMBER 2023 - FEBRUARY 29, 2024

- Facilitated onboarding of new hires
- Organized and conducted HR trainings
- Maintain Employees Files
- Handle HMIS System

HR Assistant

FORT CONTINENTAL HOTEL PESHAWAR |MAY 2018- DEC 2018

- Facilitated onboarding of new hires
- Worked closely with payroll and managed the benefits program
- Organized and conducted HR trainings
- Bio matric Machine
- Maintain Employees Files

CAREER OVERVIEW

I am a Human Resources Professional experience in recruitment, program implementation.

CONTACT INFO

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Cantt.

CHARACTER REFERENCES

Abid Ur Rehman (Project Officer)
PSEB Islamabad

WORK EXPERIENCE

Accounts Assistant

COMPUTER SUPERMARKET PESHAWAR |JAN 2008- MAY 2011

- cash Recovery
- Maintain Store Record
- Accounts Software
- Making Delivery challans, invoices
- Bank Related Issues

ACADEMIC HISTORY

NUML University

MPHIL

HUMAN RESOURCE, 2016 TO 2018

- 3.37 out of 4

Islamia College University

MBA

HUMAN RESOURCE, 2013 TO 2015

- 3.32 out of 4

Muslim Educational Complex Peshawar

BACHLOR OF COMMERCE, 2007 TO 2008

Muslim College Of Commerce Peshawar

DIPLOMA OF COMMERCE, 2005 TO 2006

SKILLS

Office Automation

ENGLISH LANGUAGE COURSE

LANGUAGES

Urdu

ENGLISH

PASHTO