|  |  |  |
| --- | --- | --- |
| C:\Users\Laptop 2\Desktop\hi.jpg |  | HIRA  MUSHTAQ |
| Profile Highly recognized in the community I can meet the challenges that your company will entrust me I am a recognized expert in the field of Administration and marketing. Contact PHONE:  +92 331 5822969  +92 330 5900292  EMAIL:  [Hiramushtaq40@gmail.com](mailto:Hiramushtaq40@gmail.com) Address House 2, street 77, E11/2 Islamabad Languages English  Urdu  Punjabi |  | EDUCATIONNATIONAL UNIVERSITY OF MODERN LANGUAGES ISLAMABAD MBA (3.5) HUMAN RESOURCE MANAGEMNT  (2014) MAKKAH COLLEGE OF COMMERECE TALAGANG BECHELOR’S OF COMMERCE  (2010) MAKKAH SCIENCE COLLEGE TALAGANG Higher Secondary School Certificate (HSSC)  FBISE  (2008) MAKKAH HIGH SCHOOL & COLLEGE TALAGANG Secondary School Certificate (SSC)  FBISE  (2006) WORK EXPERIENCEPTCL & Ufone-Marketing Finance(Budgeting) & Assist to **Group Chief Marketing Officer (Adnan Anjum)**  14-Sep-2020 – Till Due Date  **Coordination With Vendors:**  • Develop and implement Billing process related to the marketing services  • Coordinate for creation of vendor with relevant team.  • Coordinate with the vendor as when required to address their queries (Trouble Shooting) & ensuring the issuance of Tax’s Challan.  PR’s Creation & Coordination for PO’s Issuance:  • Responsible for PR, SAN creation in SAP, as per requirement and Verification of invoices with respect to releases made and third-party tracking.  • Approvals Follow ups with Procurement team for timely creation of PO’s and their issuance to Vendors.  Budgeting Trackers:  Maintaining the Following Trackers on a regular basis. i-e  • Payment Confirmation.  • Purchase Requisition  • E – invoicing  • Open PR’s (PO Based)  Budget issuance, Accruals & Closing:  • Compiling Fortnightly forecast & Monthly Accruals  • Preparing Annual Financial Closing  • Budget issuance and maintenance for all NON-PO base payments.  • Prepare Quarter Wise Budget (Q1,Q2,Q3,Q4)that was obtained by Finance Department as well as keep record of budget Consumption.  • Compilation of Financial KPIs with Finance Department (Final Spend).   * Performing a broad variety of administrative task including:   Managing of calendars of appointments, handle all correspondence on behalf of GCMO through email and telephone.   * Schedule Meetings, Meeting Agendas and preparation of Minutes of Meeting. * Travelling, lodging, hotel booking and other arrangements. * Making reports as per instructions. * Handling the guests. * Must be able to communicate independently. * Maintaining the office record, filing the bills and other important documents. * All general Secretarial work and any other official tasks assigned by the Management.      PTCL & Ufone – Executive Business Centre 11-May-2017 – 12-Sep-2020   * Reporting to “Service Centre In-Charge”. * Work as a trainer (product knowledge PTCL & Ufone) to Business center of F-7 Islamabad. * Timely achievement of targets with assigned KPIs. * To accommodate walk in customer queries with efficiency. * Adhere & compliance to company policies & procedures. * Servicing of Ufone Customers through better guidance and to maintain best customer organization relationship. * Providing immaculate solutions for creating more customers to promote the organization. * Ensuring timely escalation & reporting.   **PARAMOUNT PHARMAECUTICALS – MARKET ANALYST** C:\Users\Laptop 2\Desktop\download.jpeg  01-Apl-2015 – 28-Dec-2015   * Collects and analyzes data to evaluate existing and potential product/service markets. Identiﬁes and monitors competitors and researches market conditions or changes in the industry that may aﬀect sales * All queries related to distributors, ﬁeld worker reporting to Marketing Manager and directly co-ordinate to the CEO and BUM of the company * Manage Excel and web-based procurement tracking system and processes and ensuring that up-to-date procurement documentation is posted for review by the ﬁnance staﬀ.  PUNJAB OILLS MILL LIMITED ISLAMABAD – Marketing Assistant C:\Users\Laptop 2\Desktop\download.png 01-Jun-2013 – 23-March-2014   * Undertake daily administrative tasks to ensure the functionality and coordination of the department’s activities. * Conduct market research and analyze consumer rating reports/ questionnaires. * Update spreadsheets, databases and inventories with statistical, ﬁnancial and non-ﬁnancial information.  PROJECTS  * Development of leadership in health care sector. * Child Labor. * About PIA. * Online Sale & Purchase on Google  Computer knowledge & **SKILLS** CRM  PCRM  SAP  MS POWER POINT  MS EXCEL  MS WORD  U CARES  AIMS COURSES PTCL(CRM)  CUSTOMER & IT  PTCL OSS (HARIPUR)    Digital skills (freelancing)  CHRP  (Course)  PTCL OSS (HARIPUR) STREGTHS  * Strong Leadership Qualities * Great Teamwork Abilities * Motivated * Devoted towards goal * Passionate to work  BEING HR PROFESSIONAL PARTICIPATE IN HR LegenDS C:\Users\asim.rehman\Desktop\images (11).jpegFORUM (WEBINARS-2020)  * FUTURE OF TALENT ACQUISITION &EMPLOYEE RETENTION * HR CHALLENGES AMID COVID-19 * TIPS & TRICKS OF BLOGGING (HOW TO BE A SUCCESSFUL BLOGGER)  EXTRA CURRICULAR ACTIVITIES/Acheivments  * Bait Bazi Winner (CHAKWAL) * SINGING AS A HOBBY * TOPPER IN SALES PTCL (ITR) |
|  |  |  |