IFTIKHAR AHMAD



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**Career Objectives**

To acquire a challenging position in an organization, where the organization itself is always through a process of learning and where its people believe in common vision, team work, trust and respect for each other.

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|  | **Work History** |

### 01-April- 2022-

**To 20th Sep-2022**

### 31-Dece 2016 -

**31-Mar-2022**

# Sr. HR Executive

### M&P Express Logistic (Private) Limited

* Maintaining record of registered staff (with spouse & Kids information in Group Health & life insurance and report HR Head Office on regular monthly basis for any induction/separation.
* Checking screening of new hires documents, ensuring 100% compliance of policies and procedure suggested by Head Office.
* Transfers, re-designations, promotions cases discussed with Line Manager/HODs and procced to RMO/ GM Regional office and to HR Head Office for further approvals.
* Handling all issues pertaining to Govt Agencies of relevant areas coordinate and record keeping of ESSI & EOBI and monthly contribution process.
* Registration of all M&P offices in labour office.
* Process exits formalities i.e., Resignation along with exit interview form, clearness certificates, experience certificates, handling Taking etc.
* Can use and operate HRMS Attendance System (Decibel Attendance system)

# HR & Admin Executive

### M&P Express Logistic (Private) Limited

* Monthly closed attendance by 25th of every month of PEW main office including 12 branches.
* Provided details of deductions/separations/allowances and overtime every month
* Updated employee records and assigned codes to the staff hired at Area office & Branch locations on joining through decibel.
* Forwarded new on boarded staff Hiring documents to HO HR within 1 week of joining

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| **21-July 2012 -**  **30 Dece 2016** | * Visited Branches, cross checked staff and submitted report. * Forwarded all Transfer/Promotion/Redesignation/EDA/Salary Allowance cases to HO HR within 3 days of the initiation of request * Processed Exit cases within 3-5 working days of Resignation * Compliance of Admin Related SOPs "Procurement Policies and Other Administrative SOPs" * Initiated Purchase/Work Requisitions for allied office within 24 hours after receiving request from user/user department. * Keep record of Stock and issued Stationery in main office including branches. * Supported office and Operations staff to manage their day-to-day activities.   **Computer Operator**  ***OCS/*M&P Express Logistic (Private) Limited**   * Ensured 100% feeding of runsheets on same day once received. * Ensured 100% feeding of consignment notes on same day once received. * Ensured 100 % submission of consignment notes in Accounts department after feeding for record keeping. * Ensured 100 % submission of runsheets in De-Briefing department after feeding for record keeping. |
| **19 June 2010 -**  **20-July 2012** | **Operation Assistant**  ***OCS/*M&P Express Logistic (Private) Limited**   * Ensured to enter 100% correct destination as per the code during manifesting. * Verified all shipment and ensured that consignment number (barcode) were pasted on every shipment. * Ensured that every shipment forwarded to the concern destination same day after arrival. * Performed all the other task related to operation and assigned by operation   manager. |

**Achievements**

# Best performance award in the year 2014 - OCS

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|  | **1st position in Inter University Athletic Championship in 400 meter race** |

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|  | **Education** |

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|  | **Master**  ***Peshawar University***   * International Relations |
|  | **Graduation** |

***Peshawar University***

## Bachelor of Arts



**Skills**

**Skills**

* Effective interpersonal and communication skills
* Ability to simultaneously manage multiple projects / assignments
* Competent in completing the task in the given time
* Well versed with MS Office
* Easily adjust in a teamwork environment
* Ability to establish, evaluate & assess business processes.

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|  | **Reference** |

References will be furnished upon request.