



Muhammad Jahanzeb

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Chamkani Peshawar, Pakistan

Career Objective:

My goal is to be associated with a company where I can utilize my HR skills & gain further experience while enhancing the company's productivity & reputation.

Work Experience:

Pearl Continental Hotel (Malam Jabba)

HR Executive of Third Party (HR Junction Pvt Ltd) (22nd May 2021 to till Date)

- Conducting interviews and selecting top talented candidates.
- Completely handling the onboarding process.
 - Completing all the required documents of newly hired employees.
 - Keeping their record updated both in hard & soft form.
 - Orientation of new joiners.
- Having full command on Decibel (HR Software)
- Organizing training for new joiners regards (Organization Culture & JDs etc.)
- Enrolling the employees with EOBI, Social Security Institute, Life & Health insurance.
- Daily monitoring staffs' attendance & adjusting their leaves as per policy.
- Managing payroll system completely.
- Preparing all the required monthly HR reports HR Synopsis etc.
- Resolving employees' conflicts at workplace & Implementing disciplinary action (when necessary)
- Assessing employee performance, providing feedback, and setting goals for improvement.
- Arrangements of staffs' function quarterly for their retention & motivation.
- Working on staff budgeting.
- Working on final settlement of employees (Clearance, Notice Period, & Leave Balance).
- Properly working on daily wagers affairs.

Peshawar Model Educational Institute

Admin Officer (1st July 2018 – 20th May 2021)

- Drafting & Printing the documents.
- Set up and maintain Efficient MIS.
- Regular coordination with transport incharge.
- Properly check uniform and display of service card of staff.
- Effectively utilization of school resources & Check on security guards.
- Handles several parents in the office and fulfilling their desire requirements.

JS Bank Limited

BCOT Executive (Nov 2017 – March 2018)

- I have been a source of acquiring new customers for the bank & mobilized the deposit.
- Maintained strong relationship with customers through understanding of their needs.
- Resolved customers' complaints.
- Completed all required documentations within the approved Turnaround time.
- General Banking Methodologies (Including account opening, solving discrepancy, Checkbook & ATM issuance, Customer queries).

Marital Status: Married
Date of Birth: Oct 19, 1990

Education

MBA in Human Resources

2015 - 2017

City university of sciences
& information technology

BBA in Human Resources

2011 - 2015

Government College of
Management Sciences

FSC (Computer Science)

2008 - 2010

Muslim Educational
Complex

Matric (Science)

2008

Forward High School

Languages

English, Urdu, Pashto,
Hindko

Computer Skills

- MS Word
- MS Excel
- MS PowerPoint
- Adobe Photoshop
- Canva

Peshawar View Hotel

Receptionist (Apr 2017 - Oct 2017)

- Welcomed guests upon entry to the hotel
- Assisted with check in and check out.
- Managed and resolved issues and complaints of guests.
- Maintenance of staff to ensure that great quality service is provided to guests
- Maintained guest records, Answered phone calls, reservations.
- Operated Computer programs (MS Office & Bistone Hotel mgt system)
- Also worked as a Cashier, Received Payment, Prepare bills & Voucher clearness

Pakistan Television Corp Limited (PTV)

Human Resources Intern (Jul 2014 - Sep 2014)

- Maintained employee personal files
- Worked on leave management
- Reviewed job descriptions
- Actively participated in annual appraisals
- Addressing employee related issues
- Was responsible for event planning, travel & hotel arrangements for managers

Additional Courses:

- 1) **Diploma of Information Technology**
Government College of Management Sciences Peshawar
- 2) **English Language Short Course**
National University of Modern Languages (NUML)

Soft Skills:

- Highly Adaptable
- Responsible
- Good teamwork skills
- Effective communicator
- Negotiation Skills
- Sound Knowledge of HR Practices

Accomplishments:

- Maintained 100% Scholarship in MBA.
- Achieved JS Bank Outstanding Performance Award.
- Achieved Best Performance Award at PMEI.
- Achieved Outstanding Performance Award at PCHMJ.