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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Contact Information    P/o: Gujrat, tehsil: Rustam, District: Mardan.  +92-315-5797327  +29-314-3036330    Junaidx0@gmail.com  Personal Information  **Father Name:** Muhammad Irshad  **Date of Birth:** 4th Feb, 1994  **CNIC No:** 16101-8897911-1  **Marital Status:** Single  **Permanent Address:** Village & Post Gujrat, District Mardan KPK, Pakistan | | Computer Skills   * **Digital Marketing** * **HMIS** * **HRMS** * **MS Word** * **MS Excel** * **MS PowerPoint** * **MS Access Database** * **Internet & Emailing** * **Typing Speed 40 WPM**   Hobbies   * **Reading Books** * **Blogging** * **Volunteering** * **Computing** * **Swimming** * **Travelling**   Languages   * **English** (Read, Write, Speak) * **Urdu** (Read, Write, Speak) * **Pashto** (Native)   Reference  **This will be furnished on Demand** | | |  | | --- | | Muhammad. Junaid | | Professional Summary | | To Maintain and enhance human resources productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees' needs.   |  |  |  |  | | --- | --- | --- | --- | | Academic Qualifications | | | | |  | |  | | | **Degree** | **Passing Year** | | **Institute** | | BBA (HRM) | 2016 | | University of Peshawar | | DBA | 2012 | | BTE Peshawar, KPK | | SSC | 2010 | | BISE Mardan | | | Work Experience | | * Working as **“HR/ A M Admin”** at Blue World City Islamabad From 21 December. 2023 till to date. * Worked as **“HR/ Admin Officer ”** in Toikhul Hospital, waziristan. (**From: October, 2021 To November 2023**). * Worked as “**HR Assistant”** in Kuwait Teaching Hospital Peshawar. (**From: April 2019 to September 2021).** * Worked as “**Admin Assistant**” in OAK (Technology Islamabad Pakistan). **(From: October 2018, To March 2019).**  |  | | --- | | Skills |  * Communicating & Listening Skills * Problem Solving & Decision Making * Stress Management * Time Management * Team Player & Adaptable * Creative Thinking * Change Management * Interpersonal Skills * Understanding organizational needs * Reports writing & Presentation * Multi-Tasking * Ability to Prioritize * Ability to work under pressure  |  |  | | --- | --- | | Areas of Expertise | | |  |  | |  * Workforce Planning & Employment * Benefits, Payrolls & Compensation Management * Performance evaluations & Rewards Management * Employees-Employer Relations * JDs & Contracting * Training & Development * HR Policies formulation & compliance * Human Resource Management Information Systems * Talent Acquisition * Personnel Records Management * Promotions, Demotions, Disciplinary Matters & Redressal of employee grievances * Labor Laws & Legal Compliances * Budgetary Allocations * Employees Health & Safety * Organizational Change & Development * Strategic Management  |  | | --- | | Trainings & Volunteering |  * attended a training workshop on the subject “take a child to school” organized by british council, and further implemented the same in field to enroll students at primary level. * work to empower seminar on speaks up & stage pride. * participant inter provincial youth exchange program 2019. * certificate from centre for awareness and training development training of facilitator * certificate from centre for awareness and training development training on leadership skills, personality development & career success * appreciation certificate from pakistan youth council for organizing events * participant in one-day seminar learn to be a successful person from pakistan youth council. * participated one-day seminar communication skills from excel learner academy peshawar.  |  |  | | --- | --- | | Declaration | | |  |   *I hereby declare that the information provided above is true to the best of my knowledge. I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and beliefs.*  **Muhammad Junaid** |