|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| Contact Information P/o: Gujrat, tehsil: Rustam, District: Mardan. +92-315-5797327 +29-314-3036330 Junaidx0@gmail.comPersonal 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** |