



Muhammad Fayyaz

HR Executive / HR Officer / Human Resource Officer
at Ghulam Ishaq Institute of Engineering Sciences
and Information Technology

Contact Info

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Risalpur Cantt.
Nowshera, Pakistan

Strengths & Skills

- ✓ Administrative Skills
- ✓ Interpersonal Skills
- ✓ Team-Builder
- ✓ Communication Skills
- ✓ Microsoft Office
- ✓ Time Management
- ✓ Human Resources
- ✓ Recruitment & Selection

Academics

Title	Institute	Score	Date
MS (Business Administration)	Northern University, Nowshera	3.1 CGPA	2021
M.Com	Northern University, Nowshera	3.4 CGPA	2017

Certifications

Title	Authority	Date
IOSH	Institution of Occupational Safety and Health	Starting March 2020

Experience 5 years

Company	Designation	Duration	
Ghulam Ishaq khan Institute of Engineering Sciences and Information Technology	HR Assistant / HR Officer / HR Executive	Mar 2023 - Jul 2023	4 months
Northern University Nowshera	Academic Coordinator	Aug 2018 - Feb 2023	4.5 years
Popular Group of Industries Pvt Ltd	Accountant / Accounts Assistant / Finance Officer	Mar 2017 - Jul 2018	1.3 years

Work History

Ghulam Ishaq khan Institute of Engineering Sciences and Information Technology	Mar 2023 - Jul 2023 (4 months)
HR Assistant / HR Officer / HR Executive	Swabi, Pakistan
HR assistants provide office support to HR directors and the entire human resources department by helping with tasks like storing staff files, writing letters, and conducting other administrative responsibilities. They also maintain the confidentiality of employee information by using a relevant HRIS or HR software	
Northern University Nowshera	Aug 2018 - Feb 2023 (4.5 years)
Academic Coordinator	Nowshera, Pakistan
Performs academic advisement to a caseload of students (i.e. – conducts career advising, career assessments, and transfer advising; screens, interviews, evaluates, and processes incoming students for general studies competency and registers into appropriate academic curricula; evaluates admission applications,	
Popular Group of Industries Pvt Ltd	Mar 2017 - Jul 2018 (1.3 years)
Accountant / Accounts Assistant / Finance Officer	Nowshera, Pakistan
An Accounting Assistant, or Staff Accounting Assistant, is responsible for assisting Accountants with basic bookkeeping and accounting tasks. Their duties include reconciling bank records, drafting financial documents and invoicing customers or collecting payments	

* Functional Areas

- Administration

Languages

- English - Native
- Pashto - Native
- Urdu - Native
- Punjabi - Beginner

★ Hobbies

- Playing Cricket
- Reading
- Writing