



Contact

Mobile

0314-9683848

Email

mrfayyaz314@gmail.com

Address

Ghulam Ishaq Khan Institute of Engineering Sciences and Information Technology Topi Swabi KpK (Service Center)

Education

2021

MS in Business Administration

Specialized in Human Resource
2017

Master of Commerce

Northern University Nowshera

Skills

- Team Work
- Problem Solving
- Confidentiality
- Communication
- Public Speaking

Language

English

Urdu

Punjabi

Pashto

Muhammad Fayyaz

HR Officer

To utilize my expertise in Human Resources to effectively contribute to the growth and success of a progressive organization. To leverage my knowledge of Human Resources policies and procedures to create a positive and productive work environment

Experience

2023 till date

Ghulam Ishaq Khan Institute of Engineering Sciences

Technology

HR officer

- Planning and forming employee benefits package.
- Maintaining the employees' data.
- Execution of employees' performance review procedure.
- Managing the hiring processes of the new employees.
- Evaluating and monitoring the budgets of all the departments.

2018 - 2023

Northern University Nowshera

HR officer/Coordinator

Academic Advisors provide support to students from postsecondary education institutions. Essential job duties listed on an Academic Advisor resume sample include offering education guidance, monitoring student progress, helping students meet educational requirements, and assisting at-risk students. and also managing the hiring process the new employees, maintaining the employee's data

2017-2018

Popular Group of Industries Pvt Limited Bara Banda Risalpur.

HR Assistant

Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information. Substantiates applicants' skills by administering and scoring tests. Schedules examinations by coordinating appointments.

Reference

Will Provide on Demand