

Muhammad Hateem

HR Specialist & Data Researcher

Having 4 Year of experience in different organizations and seeking opportunity to gain more experience in Management roles. Dedicated to leading highly effective administrative teams and managing office operations with efficiency and grace. I am looking forward to become a part of an organization that enables me to push my potentials to the fullest thereby providing me with the opportunity to learn, improvise, excel and add value to the business.



✉ hateem1000@gmail.com

☎ 03130199217

📍 Islamabad, Pakistan

WORK EXPERIENCE

Election Cell Team Lead

Pakistan Television Corporation

06/2022 - Present

Achievements/Tasks

- Conduct and monitor all the local bodies Election.
- Gathering data for General Elections.
- Monitoring program on virtual set.
- Preparing local body election reports.
- Monitoring the accuracy and fetching data.

Data Researcher I

Pakistan Television Corporation

12/2021 - Present

Islamabad, Pakistan

Worked in different domains in PTV Headquarter Islamabad.

Achievements/Tasks

- Analyzing and interpreting patterns and trends.
- Conducting desktop research, and using books, journal articles, newspaper sources, questionnaires to gather data.
- Utilize various professional sources to find and extract pertinent information
- Also work on short documentaries like our Prime Minister of Pakistan visits foreign Countries for various meetings
- Create Titles, Promos, Bugs for documentaries

Accounts Officer / Sales Co-Ordinator

Al-Khair Group of Company Pvt Ltd

07/2020 - 08/2021

Peshawar, Pakistan

Achievements/Tasks

- Maintain office accounts record and communicate onward to head office periodically.
- Maintain office expenses as per allocated budgets.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department.
- Collaborating with other departments to ensure sales, marketing, queries, and deliveries are handled efficiently.
- Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time.

SKILLS

Problem Solving

Critical Thinking

Teamwork

SQL

Business Analysis

Data Analysis

Oracle

ERP

CERTIFICATES

University of Maryland USA

Developing Innovative Ideas for New Companies: The First Step in Entrepreneurship

02/2014

University of Virginia USA

New Models of Business in Society

02/2014

University of California, Irvine USA

The Power of Microeconomics: Economic Principle in Real World

02/2014

Tsinghua University, Jiamusi, China

Financial Analysis and Decision Making

LUDWIG-MAXIMILLIANS-UNIVERSITAT MUNCHEN GERMANY

Advanced Competitive Strategy

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

Pashto

Full Professional Proficiency

WORK EXPERIENCE

Sales Executive / Warranty Service Adviser Toyota Khyber Motors Peshawar

01/2015 - 02/2016

Peshawar, Pakistan

Achievements/Tasks

- Provided first-rate service to all customers and potential customers.
- Assist customers about product features and benefits to aid in selecting best options for each individual's needs.
- Demonstrated product features, answered questions and persuasively overcame objections.
- Worked to build relationships with customers and built potential for additional sales.
- Provided pricing information to customers regarding specific products

HR ADMINISTRATOR

ME Business Solution Enterprises Peshawar

04/2013 - 05/2014

Peshawar, Pakistan

Achievements/Tasks

- Conduct various reports including turnover rates, staffing and diversity, and absenteeism reports.
- Introduced and administered programs in the areas of compensation and benefits including the monitoring of all third-party sick pay like and short-term disability.
- Properly maintaining employee records and handling all new hire procedures, including a vast knowledge in new hire and termination procedure
- Managing personnel records, updating databases, and assisting in HR operations
- Collect and manage all data pertaining to a business' employees

INTERNSHIP

INTERNSHIP AT PTCL HR WING DEPARTMENT PESHAWAR.

EDUCATION

Masters in Business Administration (HR) University of Peshawar

01/2015 - 11/2017

3.6 CGPA

Research Report

- Effect of Rewards on employee Motivation & performance.

Bachelor Business Administration (HR) University of Peshawar

01/2010 - 12/2013

3.2 CGPA

Internship Report on PTCL

- Report on HR Wing Department.

Diploma in Business Administration Khyber College of commerce & Sciences

06/2006 - 01/2009

School (Matriculation) Peshawar Model School Boys II

02/1996 - 03/2006