



Muhammad Javed

I am seeking a position where I can utilize the skills I have and previous life experiences

My objective is to work devotedly and honestly in a dynamic environment to fulfill organizational and personal goal.

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📍 Peshawar, Pakistan

WORK EXPERIENCE

HR Manager SHIRAZ GROUP

06/2021 - Present

Peshawar, Pakistan

Achievements/Tasks

- Screening, recruiting and training the Staff to perform as per the needs of the Organization.
- Formulation of Contracts, Policies and Forms to ensure proper documentation.
- Processing the Payroll, Allowances and Incentives of the Workforce.
- Formulation of Contracts, Policies and Forms to ensure proper documentation.

HR Officer Army Public School and College Swat

03/2019 - 06/2021

Swat, Pakistan

Achievements/Tasks

- Ensured proper recruitment process as per organizational needs and managed a team of 280 Staff.
- Conducted the staff Performance Appraisals and identification of staff Training needs.
- Formulated the Staff Development plans and generated the monthly progress reports..
- Processing the Payroll, Allowances and Incentives of the Workforce.

POC & Admin WISER security pvt. limited

04/2014 - 04/2015

Peshawar, Pakistan

Non -profit organization

Achievements/Tasks

- Compilation of daily data from the field and submission to the concern authority.
- Managing fueling field supervisors and area incharges
- Preparation of monthly payroll and other financial activities.
- Insuring site security and safe material movement.

Social Organizer BEST(Basic Education and Employable Skill Training)

01/2009 - 04/2011

Peshawar, Pakistan

Achievements/Tasks

- Assisting and organizing the over all activities at point/ site.
- Providing data of field to **Monitoring Section** in time.
- Assisting and organizing the over all activities at point/ site.

SKILLS

• Proficient with Windows

• Proficient with MS Office, Adobe Photoshop

Communication Skills

Problem solving

leadership and management abilities

EDUCATION

Masters University of Peshawar

09/2006 - 08/2008

Peshawar

Courses

- Political Science

HONORS AND AWARDS

Employee of the month (07/2021)

Appreciation letter (05/2022)

PROFESSIONAL COURSES

NEBOSH (02/2016 - 02/2017)

MCA (Microsoft computer Academy)

REFERENCES

To be provided when required