

# Tahir Aslam Awan

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## CAREER OBJECTIVE

Seeking a challenging and dynamic environment with can do attitude to effectively utilize my abilities in a leading organization to lead it to its optimum

## EDUCATION

S.S.C	1996	Peshawar Board
F.A	1998	Peshawar Board
B.A	2001	Peshawar University

## WORK EXPERIENCE

### **CECOS University as Office Assistant from 1<sup>st</sup> August 2023 to till date.**

#### **Job Responsibilities:**

1. Performs a variety of routine assignments as appropriate to the position; may operate a personal computer to draft basic correspondence, enter data, and print certificate/reference letters for students.
2. Establishes, maintains, processes, and/or updates files, records of students, and/or other documents.
3. May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position.
4. Performs miscellaneous job-related duties as assigned.

### **ZAYNOON Pharma as Distribution Manager from 4 Jan 2023 to 30<sup>th</sup> April 2023.**

#### **Job Responsibilities:**

1. Organizing distributor's ledgers
2. Preparing paperwork distributor's accounts
3. Managing sales and stock reports of distributors every month
4. Coordinating drivers, vehicles, loads and journeys
5. Negotiating and agreeing contracts
6. Liaising with and managing field force and shifts
7. Monitoring stock and managing waste through SSR
8. Ensuring distribution recoveries on Time as per Company requirement

### **\*Promotion\***

**LIBRA (Pvt.) Ltd. as HR Generalist from 1<sup>st</sup> June 2020 to 30<sup>th</sup> November 2022.**

#### **Job Responsibilities:**

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Issuance of Appointment/confirmation/annual increment letters of FF and HO Staff.
- Prepare salary sheet of Marketing and HO employee's and Forward to Finance Dept. for Final Working, follow up on confirmation records statutory obligations - PF, EOBI, taxes, gratuity, bonus etc.

### **\*Departmental Transfer & Promotion\***

**LIBRA (Pvt.) Ltd. as HR Coordinator from 1<sup>st</sup> January 2019 to 31 May 2020.**

#### **Job Responsibilities:**

- Respond to internal and external HR related inquiries or requests and provide assistance
- Redirect HR related calls or distribute correspondence to the appropriate person of the team
- Maintain records of personnel-related data (payroll, personal information, leaves, turnover rates etc.) in both paper and the database and ensure all employment requirements are met
- Liaise with other departments or functions (payroll, benefits etc.)
- Support the recruitment/hiring process by [sourcing candidates](#), performing [background checks](#), assisting in shortlisting, issuing employment contracts etc.
- Assist supervisors in performance management procedures
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda
- Perform orientations, onboarding and update records with new hires
- Produce and submit reports on general HR activity
- Assist in ad-hoc HR projects, like collection of employee feedback
- Support other functions as assigned

### **\*Promotion\***

**LIBRA (Pvt.) Ltd. as Asst. to GM from 1<sup>st</sup> February 2014 to 31<sup>st</sup> Dec 2018 with same Responsibility as marketing coordinator.**

**LIBRA (Pvt.) Ltd. as Marketing Coordinator from 15th Jan 2007 to 31<sup>st</sup> Jan 2014**

#### **Job Responsibilities:**

- Make new Marketing employee's personal files and after signature of Marketing Manager forward to HR Dept. for Salary.
- Checked Expense of All Field Force according to tracking system.
- Visiting cards for FF/HO with consideration of Marketing/HR Head.
- Finalized Ex-marketing employee's final settlement clearance and forward to HR Dept. for clearance.
- Delivery Challan preparation for samples/literature/gifts and maintain record of stock and issuance.
- Doctor list required on monthly basis to check how much percentage doctor has enjoyed.
- Ufone Tracking for managers on daily basis and randomly for PIOs.
- E. Sales Diary daily update unit wise/value wise.
- Tour Plan for AMs/ZSMs/NSM.
- Email record from Field Force.
- Correspondence with procurement (For Literature) and Production (For Samples)

**1<sup>st</sup> Sep 2005 to 31<sup>st</sup> July 2006**

**Jinnah International Degree College for Girls Peshawar Saddar as Computer Operator (Six Month)**

#### **Job Responsibilities:**

- Provides data by operating a computer.
- Makes appropriate changes to the documentation, as needed.
- Starts operations by entering commands.
- Generates reports from batch jobs and distributes to end-users.
- Continuously monitors and reacts to IT operations processing schedule.
- Maintains client confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.

#### **Skills**

- Experienced in all different kinds of photography.
- Technical knowledge of multiple camera technologies.
- Extensive communication, cooperation, and service skills.
- Critical thinking, analysis, and strong attention to small details.

#### **Hobbies**

- In the past, my primary hobby was photography, and I am excited to have made a career out of it. More recently, I have taken up daily runs to stay fit and enjoy volunteering my time with different homeless outreach.

#### **References**

- Reference will be furnished upon request