|  |  |
| --- | --- |
| **Waseem Khan** | **Contact** |
| **Cell No: +92 316 9637511**  **Email** [**:nomanismat13@gmail.com**](mailto:tahir9346khan@gmail.com) |
| **Citizenship: Pakistan ▪ Date of birth:12 Jan1996** |
| **Address** | |
| Q#116/IJ Railway Colony Peshawar Cantt. | |

|  |  |
| --- | --- |
| **Profile** | |
| **Objective** | Seeking an opportunity that will allow me to enhance my skills and abilities. I have a strong grip over finance-related problems and their solutions. The organization/firm can also utilize my analytical and logical reasoning problems solving skills. Also, working with the firm will be beneficial for the development of my skills and will be considered a milestone in my career development. Also, it is my dream goal to work in such a renowned organization |

|  |
| --- |
| **Professional Experience** |
| Ambition and energetic composed under pressure and get along very well with people at all levels. Possess excellent correspondence and communication skills organized with professional approach. |

|  |  |
| --- | --- |
| **Education** | |
| **2015 to 2019** | **Master in Business Administration (74%)**  University of Peshawar, Khyber Pakhtunkhwa |
| **2013 to 2015** | **Bachelor in Commerce (54%)**  University of Science & Technology Bannu, Khyber Pakhtunkhwa |
| **2011 to 2013**  **2009 to 2011** | **Diploma In Commerce (52%)**  KPBTE Peshawar, Khyber Pakhtunkhwa  **Metric (66%)**  BISE Peshawar, Khyber Pakhtunkhwa |

**Professional Education**

|  |  |
| --- | --- |
| **2020** | **Typing (English, Urdu)**  A.E.L.C |
| **2018** | **CCNA (Switching and Routing)**  GCMS Peshawar |
| **2020** | **DIT**  KPBTE Peshawar, Khyber Pakhtunkhwa |

|  |  |
| --- | --- |
| **Work Experience** | |
| **Trans Peshawar (BRT) Full Time Job**  **HR& Admin Executive (2022 to Present)**     * Maintaining physical and digital personnel records like employment contracts and PTO requests * Update internal databases with new hire information * Gather payroll data like bank accounts and working days * Publish and remove job ads * Schedule job interviews and contact candidates as needed * Managing scheduling and appointments * Performing basic bookkeeping/clerical duties * Order necessary office supplies * Setting and managing the daily schedules and calendars of company executives * Ensure the office environment is clean, Organized and well maintained * Coordinates logistics for company events. * Handle petty cash, and financial record keeping * Coordinate office equipment maintenance, repairs and replacements * Monitor and manage office supplies and inventory to ensure adequate stock levels. |  |
| **Trans Peshawar (BRT) Full Time Job**  **HELPLINE AGENT (2021 to 2022)**   * Supporting costumers * Offer counseling * Updated costumers * Answering calls and emails   Report on customer feedback |  |
| * Manage and update customer database * Follow up the costumer calls * Process complaints * Provide information to the costumers * Evaluate problems and complaints and provide best solutions |  |
| **AIMS Peshawar Full Time Job**  **PRINCIPAL** (**2017 to 2019)**   * Coordination with parents * Coordination with students * Coordination with teachers * Organizing meeting * Organizing and managing finance * Administration payroll * Closing monthly records and reports |  |
| * Reconciling accounts * Handling reimbursements * Prepare annual financial statement |  |
| **State Life Insurance Full Time Job**  **Assistant HR** (**2019 To 2021)**   * Assist with day-to-day operations of the HR functions and duties Preparing payroll * Mailing, sorts and distributes incoming mails * Compile and update employee records (hard and soft copies) Maintain supply inventories * Conduct initial orientation to newly hired employees * Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.) * Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc.) * Office management and organization. * Providing administrative support to various departments. * Coordinating office supplies and inventories. * Organizing company events and meetings. * Making travel arrangements   **Prime Foundation Full Time Job**  **Field Enumerator (2015-2016)**   * Locate (or select) sample members * Conduct interviews with respondents * Record responses as instructed * Comply with the requirements necessary for conducting a successful interview * Ensure that enumerator checking is complete * Ensure that all questionnaires and equipment are accounted for * Turn over all literature and materials used in the survey to the principal investigator   **Safe School Project Full Time Job**  **Field Enumerator (2016 – 2017)**   * Locate (or select) sample members * Conduct interviews with respondents * Record responses as instructed * Comply with the requirements necessary for conducting a successful interview * Ensure that enumerator checking is complete * Ensure that all questionnaires and equipment are accounted for * Turn over all literature and materials used in the survey to the principal investigator | |

|  |
| --- |
| **Skills** |
| * Strong communication * Great active listening skills * Strong time management * Adaptability and flexibility * Expertise in the customer service area * Ability to speak multiple languages * Deep knowledge about BRT Project |

|  |
| --- |
| **Computer Skills** |
| * Word * Excel * Power point * Photoshop * In page * Installation of Operating system * Internet mailing and browsing |

|  |  |
| --- | --- |
| **Activities and Interests** | |
| **Internet** | Research, Facebook, YouTube |
| **Automobile** | Cars in general, sports cars, racing |
| **Sports** | Football |

|  |  |  |
| --- | --- | --- |
| **Languages** | | |
| **Pashto** (Mother language) | **Urdu** (Good) | **English** (Good) |

|  |
| --- |
| **References** |
| **Reference will be furnished on demand** |