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

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| **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 |

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| **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. |

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| **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**

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

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| **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.

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| **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
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| **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
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| * Reconciling accounts
* Handling reimbursements
* Prepare annual financial statement
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| **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
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| **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
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| **Computer Skills** |
| * Word
* Excel
* Power point
* Photoshop
* In page
* Installation of Operating system
* Internet mailing and browsing
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| **Activities and Interests** |
| **Internet** | Research, Facebook, YouTube |
| **Automobile** | Cars in general, sports cars, racing |
| **Sports** | Football |

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

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