# C:\Users\lenovo\AppData\Local\Microsoft\Windows\INetCache\IE\WEH8MEDQ\DSC_0024 copy[1].jpg**ZAHOOR BADSHAH**

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Current Address: House-247 Street-8 L-2 Phase-3 Hayatabad

 Peshawar Pakistan

Permanent Address: Village Garori Char Khel P/o Sabirabad

 Karak Pakistan

CNIC: 14202-1268582-7

DOB: 13-March-1975

**Objectives:**

To play a significant role in an organization and to be given tough tasks where I can apply my academic knowledge, analytical skills, and problem-solving abilities for the mutual progress of the organization and of myself.

**Profile Summary:**

MBA (HR) 2008 and MCS (Master of Computer Science) 2001.

More than 21 years’ experience in Human Resource Management, Recruitment, HRIS developer, Payroll management, Employee benefit and compensation, Employee Relations, Performance Management, Training and Development, and HR Operations, Administration, Build relationship with all clients/stake holders, Monitoring and Evaluation, Data analysis, Procurement, Information Technology, and Reporting.

**ACADEMIC QUALIFICATIONS:**

**Level Board / University / Institute Year**

MBA (HR) NUML Islamabad Pakistan 2008

MCS CECOSE College Peshawar Alkhair University Pakistan 2001

BA University of Peshawar Pakistan 1998

Intermediate B.I.S.E. Khyber Paktukhwa , Bannu Pakistan 1995

SSC B.I.S.E. Khyber Paktukhwa, Bannu Pakistan 1993

**ADDITIONAL QUALIFICATIONS:**

* Diploma in Information Technology from Frontier College Peshawar in 1999.

**PROFESSIONAL EXPERIENCE:**

1. **Acting Manager HR/HOD/Senior Executive HR and additional charge of Admin, Legal & CSR Coordinator from Nov, 016 –Sep 2023 KPOGCL** (Khyber Pakhtunkhwa Oil & Gas Company Ltd). KPOGCL is fully owned by Govt Khyber Pakhtunkhwa **Pakistan**.

HR Management, Planning, Organizing, Managed and planed the whole recruitment process (from low to top level including BOD members), New Induction, Restructuring, Policies, SOPs, Design HR Manual, Design Job description, Job analysis, HRIS Development, Worked on ERP Sun system, Payroll Management, Design market base Salary structure, Employee Relations, Performance Management, Gratuity processing, Insurance (Health & Life) of employees, Social Security, EOBI data online and deduction, and HR Operations, Training & Development, Workshop/Seminar, Grievances Redressal, Performance Appraisal, Career Progression, Prepare working paper/presentation to BOD and HR Committee, Implementation of BOD instructions/strategy on employment, Correspondence with secretariat/ministry and other Energy sector/oil and gas organizations, Provide advice on Company policies, procedures and documentation, Handling inquiries (NAB, FIA, KP Assembly, and Inside), Handling Legal Issues and Focal person of CSR activities (PEPCA CSR member). Chairman Women harassment committee. Focal person to CEO on different matters (Secretariat, Assembly, CSR etc)

1. **Asst Manager HR March, 011 – Nov 2016**

Working with BGP (Pakistan) International Islamabad **Pakistan**. Job Responsibilities were.

Develop online HRIS, Recruitments, interviews, tests, and selects employees to fill vacant positions, Orientation Payroll management, Leave record, personal file management, employee’s database, HR audit in field, training & development, TA/DA, PMS (Performance Management System), employee’s travelling management, job analysis/requirements, benefits like health insurance EOBI, Social Security and Gratuity Program etc. Hiring for clients technical/non-technical staff. Managed/organized training for employees as per clients requirements.

1. **Consultant RHS(Revitalizing Health care Services) World Bank: Jan 2015 to Jun 2015**

6 months experience as MIS Consultant/Specialist in Revitalization Health Care Services project in KP “MTDF World Bank and Govt of KPK health department”. The project area was in far-flung 7 districts of KP (Lower Dir, Bunner, Batagram, Torghar, Kohistan, Lakki and DIK). Monitoring of the Health facilities of field. Process Payroll and keep the attendance record. Design the MIS structure for the provincial office Peshawar and for district offices. Purchase IT equipment and registered software. Troubleshooting. LAN networking for office installation and maintenance. Developed GRM (Grievance redressal mechanism) online. www.rhskp.gov.pk. In which online compliance are registered and settled. Monitoring all activities of the project. Prepare monitoring report of the fields monthly and quarterly and submit consolidated report to World Bank. Collecting qualitative and quantitative data of dieses, human resource and equipment.

1. **Admin Officer** **June, 08 – Dec – 2010**

Worked with **Agribusiness Asian Development Bank (Loan) and GOP Project Ministry of Food & Agriculture Islamabad Pakistan.** My job Responsibilities are as under.

Responsible for Admin/HR Activities such as Recruitment and Selection, Payroll, Manpower Management, Training & Development, Job rotation, Orientation, Counseling, and Grievance handling, Performance appraisals, Salary Review, Staff Welfare, Personal files management and tracking, fleet management, TA/DA, member of purchasing committee.

1. **Data Analyst Jan, 06 – June, 2008**

Worked with **Agribusiness Asian Development Bank and GOP Project Ministry of Food & Agriculture Islamabad Pakistan.**

Following duties were performed by me successfully.

To implement projects/assignments personally or with the support of a team as appropriate, Monitoring & Evolution of the day-to-day project activities, Monitor and record Daily Prices of essential food items from 12 stations as per market in Pakistan, Daily Evaluation and Analysis of national and international markets data, Daily Prices Comparison with International Market, To develop and implement a comprehensive Market plan for the Market Inspectors, To prepare Daily Market reports of essential food items for Pakistan Television (PTV), Radio Pakistan, Pakistan Economic Wing, and U-phone and Maintaining of Data Base on MINFA website: ([www.amis.gov.pk](http://www.amis.gov.pk)) and Radio Pakistan Daily in Live program "AAJ Mandi KA BAO" As a market expert.

1. **Information Technology Teacher  Jan 2005 - Dec 2005**

Worked with KPK education department Govt high school Sabirabad Karak **Pakistan**.

Teaching different subjects (Basic computer concepts, hardware, software and Ms Office). Design database for district education office district Karak.

1. **Data Processing/Payroll Officer June, 2001 – Dec, 2004**

Worked with Servis Sale Corporation Pvt Ltd Lahore **Pakistan**. Performed the following tasks.

Data Base for products sales/stock/dispatched/demand, Maintenance of Employee Record, Managing Tour for employee, Maintain employee leaves record, Commission base salary system and give incentive according to the employee performance.

**Affiliation and Recognition:**

* Member of CIPD UK.
* Member of HRDM Islamabad Pakistan.

**Achievements:**

* Design HRIS for BGP (Pakistan)) International. www.bgpsouthasia.com
* Designed the personal profile system for Ministry of food and agriculture.
* Designed the personal profile system at food and agricultural department.
* Worked as supervisor in the development of department website **(**[**www.amis.gov.pk**](http://www.amis.gov.pk)**)**
* Develop the “**Mandi Ka Bhao**” segment in Kissan portal with Ufone.
* Develop the “**Itwar Bazar Ka Bhao**” segment in ZongKissan portal with zong
* Daily providing the analytical views to Radio Pakistan Programme in

“AAJ MANDI KA BAO” Live.

* Best worker of the year at Agribusiness 2006-2007.
* Providing the daily prices of the agricultural commodities on daily bases to be On Aired on Pakistan Television.

**Reports:**

* Designed the data base for Hayat Abad medical complex Peshawar.
* Report on stress management in organization in Pakistan.
* Report on Incentive system of public sector in Pakistan.
* Report on career planning and management.
* Report on organization commitment.

**Training & workshop attended:**

* 10 days training on office management arranged by ANZDEC consultancy firm.
* 1 week training on Monitoring & evaluation arranged by ANZDEC consultancy firm.
* Two week training on students relation arranged by PITE Peshawar.
* One week training on land survey arranged by statistics division Islamabad.

**LANGUAGES:**

* English, Urdu, Pashto and Arabic basic

## References:

1. Major (R) Aslam Khattak DGM Admin KPOGCL Cell. 0332-5859965

Email. aslamoc2001@yahoo.co.uk (Professional)

1. Jaffar Abbas Deputy Manager HR BGP Cell. 0313-8511887 Email. jaffar@bgpsouthasia.com (Professional)
2. Dr. Asif Program Director at UNISEF Cell. 0333-5030640 Email. dr.khanasif@gmail.com (Personal)
3. Professor Farooq Cell 0342-1918911 (Personal)