

# AWAIS KHAN

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## WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/awais-khan-65aab9152>

## PROFESSIONAL SUMMARY

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

## SKILLS

- Keeping records of customer interactions, transactions
- Acknowledging and resolving customer complaints
- Compensation and Benefits Administration
- Employee Performance Management
- Records Management
- Time Tracking and Payroll Administration
- Employee Presentations
- Recruitment
- Acknowledging and resolving customer complaints.
- Human Resources Department Processes
- HR Support
- Customer Services

## WORK HISTORY

**HUMAN RESOURCES OFFICER** | 06/2023 to Current

**Pakistan Kidney & Liver Institute & Research Centre (PKLI&RC) - Lahore**

- Processed paperwork and hiring details for promotions and lateral position changes.
- Coordinated new hire onboarding, completing background checks and reference checks to complete screenings.
- Developed and implemented comprehensive human resources policies and procedures in compliance with applicable federal and state laws.
- Facilitated employee relations, benefits administration and performance management initiatives to support workforce needs.
- Provided thoughtful and engaging new employee onboarding presentations to energize workforce and set organizational expectations.
- Conducted job analysis, salary surveys and market analysis to deliver competitive compensation and benefits packages.

**ADMINISTRATION OFFICER** | 06/2020 to 06/2023

**Shaukat Khanum Cancer Hospital Research & Development - Lahore**

- Processed purchase orders, service contracts and financial reports.
- Set priorities and problem-solved workflow issues to maintain rapport with customers and managers.
- Managed company schedule to coordinate calendar and arrange travel.
- Collected, validated, and distributed information to employees.
- Entered and maintained departmental records in company database.
- Targeted new customers to grow geographic reach and increase revenue.

## EDUCATION

**University of Swat - Kpk, Pakistan | MBA**  
Human Resources Management, 11/2019

**Qurtuba University of Science And Information Tech - Kpk, Pakistan | Master of Science**  
Finance, 11/2015

**Federal Urdu University of Arts, Sciences & Techno - Sindh, Pakistan | Bachelor of Science**  
Commerce, 09/2012

## LANGUAGES

**Pashto:** Native language

**Urdu:**  C2  
Proficient

**English:**  C2  
Proficient