

Resume

HASSAN NISAR

Permanent Address: Village & Post Office Mitha Khel, Tehsil and Dist. Karak

Postal Address: House No 23, 2nd Floor, Street No.10, Police Colony, Nasir Bagh Road, Peshawar

OBJECTIVE

Seeking a position that ensures continuous professional growth in an environment in which advancement is based on strength of individual contribution towards the realization of organization goal.

Academic Credentials

MASTER OF BUSINESS ADMINISTRATION

Subject: Human Resource management

Preston University Kohat

MASTER OF ARTS

Subject: Political Science

Kohat University of Science and Technology Kohat

BECHLOR OF ARTS

Subject: Statistics, Economics

Kohat University of Science and Technology Kohat

INTERMEDIATE

Subject: Math's, statistics, Economics

BISE Kohat

METRIC

Subject: Science

BISE Peshawar

Professional Experience

HR Officer

Ghulam Habib Constructions (Pvt) Ltd. Islamabad

Project: Life Style Residency

04-March 2019 to till date

Responsibilities:

- Assisting with the entire new hire application process
- Responsibility of processing payroll
- Responsibility of maintaining organized and Up-to-date HR files



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Email

hassannis@yahoo.com

Father Name

Muhammad Nisar

Date of Birth

03-March-1987

Religion

Islam

Nationality

Pakistani

Domicile

Karak (KPK)

CNIC NO.14202-2859261-1

- Responsibly for performing HR files audits to ensure that all require documents are
- Collected and are maintained in employee files
- Provides clerical support deities for HR Manager
- Maintain employees daily Attendance record
- Manage recruiting of daily wages workers

Admin/HR Assistant

MESI Enterprises, Lahore-Pakistan

01 Jan, 2014 to 01 Jan, 2017

Responsibilities

- Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information.
- Substantiates applicants' skills by administering and scoring tests.
- Schedules examinations by coordinating appointments.
- Welcomes new employees to the organization by conducting orientation.
- Provides payroll information by collecting time and attendance records.
- Submits employee data reports by assembling, preparing, and analyzing data.
- Maintains employee information by entering and updating employment and status-change data.
- Provides secretarial support by entering, formatting, and printing information.
- Organizes work.
- Answers the telephone, relays messages, and maintains equipment and supplies.
- Maintains employee confidence and protects operations by keeping human resource information confidential.
- Maintains quality service by following organization standards.

Office Assistant:

Shaheen Children's Academy and College of Sciences Mitha Khel Distt Karak

Aug 2010 to Sep 2012

Responsibilities:

Response to all written correspondence:

Handling all phone calls coming into a school. converse with school officials, parents, and teachers, handle complaints, and address issues pertaining to students and school policies. Answering emails from administrators, parents, and vendors.

Support Teachers and School Administrators:

From generating letters to making copies, school administrative assistants provide daily support to school personnel. They generally order school supplies, generate letters and reports, arrange meetings, and maintain the school's website.

Maintain Students Files:

Maintain record student absences and maintain records of tardiness and early dismissals. They generate reports regarding school attendance policies and individual student attendance records.

Greet and Assist School Visitors:

Providing assistance to visitors by answering questions, contacting requested personnel, and explaining school procedures regarding signing out students or making deliveries.

Personal Skills

- Relationship Development
- Work Management
- High levels of Integrity
- Fast Learner
- Problem Solving Skills
- Superior Communication Skills
- Self-organization
- Self-motivation

COMPUTER SKILLS**Diploma in IT Office Plus.**

- Windows
- MS-Office
- Internet & Email
- Corel Draw
- In-Page
- Adobe Photoshop

Languages

- Urdu
- English
- Pashto