

# Resume

## HASSAN NISAR

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

**Postal Address: House No 23, 2<sup>nd</sup> 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](mailto: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