



Moeez Hussain

“Curious, motivated and determined”

+92-332-9259943

H.42, St.4 professor's colony near AUP

moezhussainkhan@gmail.com

About me. Accomplished professional with extensive experience as a Human Resources Executive and Admin Officer, complemented by a background as a Business Sales Executive in banking. Proficient in Microsoft Office, skilled in optimizing HR processes, streamlining administrative operations, and enhancing organizational efficiency. Known for strategic planning and delivering exceptional results across diverse industries.

SKILLS

- | | | | |
|--------------------------------------|---------|-------------|---|
| • Creation and management of my blog | English | <div></div> | Computer Skills: Excel, Word, PowerPoint, Outlook, Photoshop, Illustrator. |
| • Responsibility | Urdu | <div></div> | |
| • Career Orientated | Pashto | <div></div> | |

EDUCATION

2009 - 2010
Peshawar, Pakistan

Peshawar Model School Boys II Warsak Road
Science SSC

2011 – 2012
Peshawar, Pakistan

Islamia College Peshawar
Pre-Engineering HSSC

2023 – 2024
Texas, USA

TREAC COUNCIL TX USA
Diploma In Human Resource Management

EXPERIENCE

5th May. 2023 – Till Date
Peshawar, Pakistan

Trustech IT Solutions

Human Resource Executive

- Responsible for Employee Relations, Recruitment & Onboarding, HR policies.
- Understand and provide efficient and effective Performance management, Training & development.
- Accurate completion of Training and Development, Employee Engagement, Benefits Administration and HR Metrics & Reporting.

19th Aug. 2022 – 4th May 2023.
Peshawar, Pakistan

Habib Bank Limited

Business Sales Execution

- A Business sales executive is responsible for building and maintaining positive relationship.
- Use the clients steps during every customer conversation and provide the right financial solution to customers for appropriate business area.
- Assist with development of sales & services employee within the branch.

7th Jan 2019 – 18th Mar 2022.
Peshawar, Pakistan

Raja Sabir Khan & Company

Admin Officer

- Responsible for Document Control, Procurement and scheduling of construction materials.
- Scheduling, Vendor Management & Compliance in Company assistance for Project.
- Financial Administration, Project coordination and Communication of contractor with client and consultant.
- IT support, travel Arrangements, Reporting & Inventory Management of Projects for Company.

INTERESTS

- ✓ Sports: Swimming, running.
- ✓ Working on graphic designing in my free time on adobe photoshop.
- ✓ Communication and connection for interests.



FSC Integrated Services (Pvt.) Limited



Dated: August 31, 2023

Ref: FSC/HRD/REF/981

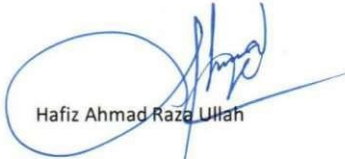
FSC ID: 08-18-2903

Service Letter

This is to certify that Moez Hussain S/O Hamid Hussain Bearing CNIC # 17301-8389907-1 was an employee of FSC Integrated Services (Pvt.) Ltd. He worked from August 19, 2022 till May 4, 2023 as Business Sales Executive with our client Habib Bank Limited (Islamic Banking Department) Peshawar.

Mr. Moez Hussain resigned due to personal reason, his resignation was duly accepted and there are no outstanding dues to or from him. During his tenure of employment with FSC his performance was found to be satisfactory.

This clearance certificate is being issued to Mr. Moez Hussain on his request.



Hafiz Ahmad Raza Ullah

Manager Human Resource

54 Bridge Colony Lahore. Ph: 042-36617604-7 Email: info@fscpak.com

www.fscpak.com



RAJA SABIR KHAN & COMPANY

Engineers & Contractors

Ref: No RSK/GS/EC/-098

Date: 30th March-2022

To Whom It May Concern

This is to certify that Mr. Moez Hussain, S/O Mr. Hamid Hussain, bearing CNIC # 17301-8389907-1, worked with M/S Raja Sabir Khan & Company as an Admin Officer, starting from 7th-January-2019 till 18th-March-2022.

During his time at M/S Raja Sabir Khan & Company, he has shown great effort and dedication in carrying out all the assigned duties, which includes to,

- Manage office supplies, stock and place orders
- Prepare regular reports on expenses and office budgets
- Maintain and update company databases
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Update office policies as needed
- Maintain a company calendar and schedule appointments
- Distribute and store correspondence (e.g. letters, emails and packages)
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

He has always been a good team player with good communication and problem solving skills, we wish him luck in his future career opportunities and hope that he keeps on attaining new heights in his career.


Muhammad Arif
Managing Partner
M/s Raja Sabir Khan & Co.


Copy for information:

I. Subject File

PESHAWAR OFFICE:
Room #2, 1st Floor, Waqas Plaza, Khyber Super
Market, Bara Road, Peshawar Cantt. Phone
& Fax: 091-5271910
Mob: 0333-9114044-0333-9227072

HEAD OFFICE
Bagh Mahal Puran Distt: Shangla K.P.K Ph
: 0096-853001-853888
Fax: 091-853002
Mob: 0345-9227072, 03000667733

Membership



**CERTIFICATE
VERIFICATION ID**

0020707

www.treacc.us



TRAINING RESEARCH EXPERIENCE ACCREDITATION
CERTIFICATION COUNCIL, ACKNOWLEDGES THAT



Moez Hussain

has attended a course with one of our accredited training provider

Course Name: Diploma in Human Resource Management

Course Date: 10 Jul 2023 -12 Aug 2024.

Training Provider: Professional Development & Research Institute (PDRI).

Training Provider ID: BA15Z

Certificate Division Director



TRAINING RESEARCH EXPERIENCE ACCREDITATION
CERTIFICATION COUNCIL TEXAS, U.S.A



Training Research Accreditation and Certification Council TX USA (TREACC)

FINAL RESULT

Name: Moez Hussain
Start Date: 10-Jul-2023
Verification ID: 0020707

Course: Diploma in Human Resource Management
End Date: 12-Aug-2024

S#	MODULE: - 1	T MARKS	MOBT
1	<i>Introduction to Human Resource Management</i>	100	86
2	<i>Recruitment and Selection</i>	100	72
3	<i>Employee Relations and Labor Laws</i>	100	74
4	<i>Training and Development</i>	100	76
5	<i>Performance Management</i>	100	63
6	<i>Compensation and Benefits Management</i>	100	68
7	<i>Organizational Behavior</i>	100	61
8	<i>Workplace Health and Safety</i>	100	63
9	<i>HR Information Systems (HRIS)</i>	100	71
10	<i>Research Assignments</i>	100	85
TOTAL		1000	719

Percentage	71.9%
Grade	A

Error & Omissions are accepted.

Total Marks	1000
Obt. Marks	719
REMARKS	PASS

Note: This is Non-Academic transcript reflecting candidate's tentative competencies in the given courses.

Director of TREACC



ISLAMIA COLLEGE PESHAWAR
KHYBER PAKHTUNKHWA PAKISTAN

Provisional/Character Certificate

Certified that Mr. Moez Hussain

Son of Dr. Hamid Hussain

appeared from this College in the F.Sc Pre-Engineering Annual Examination of the BISE, Peshawar held in April/May, 2012. According to the Result Gazette supplied by the BISE Peshawar, he has been declared successful in the said examination. His particulars are as under;

Date of birth (in figures) 22.03.1994

Board Registration No. 908-B/ICP-2010

Roll No. 59859

Marks obtained 701

Out of 1100

Grade B

It is further certified that Moez Hussain

Son of Dr. Hamid Hussain was a bonafide student of this College during the year 2010-12. His character and conduct during his stay in this College remained Very Good.

Director Academics
Islamia College Peshawar
(A Public Sector University)

Note: This certificate is issued only for admission purpose and in no way shall be held equivalent to the certificate to be issued by the BISE Peshawar.

Issued by: Admission, Performance, Attendance & Record Office (APARO)

S.No. PB 2804994

BOARD OF INTERMEDIATE & SECONDARY EDUCATION PESHAWAR

Roll No: 59859



PROVISIONAL AND DETAILED MARKS CERTIFICATE INTERMEDIATE (ANNUAL) EXAMINATION, 2012 PRE-ENGINEERING (Part-II)

Moez Hussain Son / Daughter of Dr Hamid Hussain
of Islamia College Peshawar

has secured the marks shown against each subject in the H S S C Examination held in the month of
April 2012 as Regular Student

Subjects	Marks	Marks Obtained					
		Part-I		Part-II		Total	Marks in Words
		Theory	Pract	Theory	Pract		
English	200	65	--	53	--	118	One Hundred Eighteen
Urdu	200	69	--	75	--	144	One Hundred Forty-Four
Islamic Education	50	36	--	--	--	36	Thirty-Six
Pakistan Studies	50	--	--	17	--	17	Seventeen
Mathematics	200	65	--	43	--	108	One Hundred Eight
Physics	200	54	13	35	14	116	One Hundred Sixteen
Chemistry	200	69	14	67	12	162	One Hundred Sixty-Two
Total : 1100						701-B	Seven Hundred One Only
Remarks :							

Reg: No 0908-B/ICP-2010

Checked By : _____

Date of issue: 25-07-2012

Note: Error(s)/Omission(s) excepted. Any mistake in above particulars must be intimated within 30 days of the issuance of this certificate


Controller of Examinations

S No. 13051

Roll No. 113209



Board of Intermediate & Secondary Education

Peshawar

Ekhyber Pakhtunkhwa (Pakistan)



01 BATCH NO.

Secondary School Certificate Examination

SESSION 2010- ANNUAL

(Science Group)

This is to Certify that

Moez Hussain

Son of

Dr Hamid Hussain

and a student of Peshawar Model School Boys-II Warsak Road Peshawar has passed the Secondary School Certificate

Examination of the Board of Intermediate and Secondary Education, Peshawar held in March, 2010 as a Regular

candidate. He obtained 751 Marks out of 1050 and has been placed in Grade A Representing Excellent

The Candidate passed in the following subjects:

1. English
2. Urdu
3. Islamiyat (Comp)
4. Pakistan Studies
5. Maths
6. Physics
7. Chemistry
8. Biology

Date of birth according to admission form 22 March, 1994

Asst Secretary

Secretary

This Certificate is issued without alteration or erasure.

S.No. PB

1909799

BOARD OF INTERMEDIATE & SECONDARY EDUCATION

Roll No 113209
Group SCIENCE



PESHAWAR PROVISIONAL AND DETAILED MARKS CERTIFICATE SECONDARY SCHOOL CERTIFICATE EXAMINATION SESSION ANNUAL-2010

Moez Hussain

Son/Daughter of Dr Hamid Hussain

of PESHAWAR MODEL SCHOOL BOYS-II WARSACK ROAD PESHAWAR

has secured the marks shown against each subject, in the Secondary School Certificate Examination held in the month of March 2010 as Regular Student

Subjects	Marks	MARKS OBTAINED					
		9Th		10Th		Total	In Words
		Theory Paper A	Practical Paper B	Theory Paper A	Practical Paper B		
1. English	150	54	--	54	--	108	One Hundred Eight
2. Urdu	150	57	--	59	--	116	One Hundred Sixteen
3. Islamiyat (Comp)	75	48	--	--	--	48	Forty-Eight
4. Pakistan Studies	75	--	--	54	--	54	Fifty-Four
5. Maths	150	51	--	57	--	108	One Hundred Eight
6. Physics	150	48	9	45	9	111	One Hundred Eleven
7. Chemistry	150	48	9	46	9	112	One Hundred Twelve
8. Biology	150	37	8	40	9	94	Ninety-Four

Total 1050

751-A Seven Hundred Fifty-One Only

Remarks

Date of Birth: 22nd March, 1994

Checked by: _____

Issue Date: 16-06-2010

Controller of Examinations

Note: Error(s) / Omission(s) excepted. Any mistake in above particulars must be intimated within 30 days of the issuance of this certificate