



Moeez Hussain

“Curious, motivated and determined”

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

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<https://shorturl.at/hAFV6>



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

2013 - 2017
Peshawar, Pakistan

University Of Engineering And Technology Peshawar
Bachelor of Telecommunication Engineering

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.
- ✓ Communication and connection for interests.