House# 99, Street #06 Sector#E1 Phase#1 Hayatabad Peshawar

+92-335-3222545 │ wajahatgulawan@hotmail.com

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| **Objective** |
|  | To accelerate in the area of Human Resource and Administration by using the Strengths, Capabilities, Abilities and Relevant Expertise achieved, refined during the course of continuous Effort and Learning Process. |

**STRENGTHS**

* Capability to Establish Effective Strategies and Systems in Human Resource and Administration
* Willing to Excel in Managerial positions.
* A team player inside the organization.
* Good interpersonal skills.
* Analytical Approach in Problem Solving and prompt decision making.
* Good Control on Managerial Functions.
* Ability to Implement Policies effectively.
* Excellent Client Relationship Skills.

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|  | **PROFESSIONAL EXPERIENCE**  |  |

**Iqra National University Peshawar September 2019 – Present**

***Lecturer***

* Delivering lectures to group of students using advanced teaching techniques to inspire and motivate them to achieve higher level qualification and future employment. Providing mentoring and academic support to students.
* Assessing students course work and performance.
* Setting up, supervising and marking of examination.
* Resolving any conflicts arising during classes.

***Online Teaching***

* Conducting online teaching classes to students.
* Preparing online progress reports for students.
* Providing online teaching facility to students using online platforms like Zoom, Google meet, Google classroom etc.

***Additional responsibilities:***

* Working on yearly SAR (Self Assessment Review) of Department of Business Administration for HEC (Higher Education commission).

**Netcare Medical Centre MooneePonds, Melbourne , VIC Australia. September 2017 – March 2018**

***Administration officer***

* Handling correspondence in and out of practice office.
* Administration support and other ad hoc duties.
* Maintain medical and staff records
* Managing electronic medical records via best practice and Zedmed
* Track medical and office supplies stock
* Update patient health records, including admissions and insurance data
* Claiming of accounts on behalf of patients from medicare
* Claiming of accounts on behalf of overseas students from their respective insurance such as Medibank, NIB, Bupa, Alliance.
* Create work schedules for staff members
* Keep records of expenses and suggest ways to minimize costs
* Answer queries from doctors, nurses and patients
* Liaise with medical staff to identify efficiencies in the facility’s operations

**Ciel Woodworks (pvt) ltd Peshawar. Pakistan                                           December 2010- September 2012**

***HR Assistant***

* Maintaining daily HR files and databases
* Posting job ads, organizing resumes and job application
* Maintaining Employee personal files
* Preparing new employee files
* Maintaining records related to payroll, daily attendance, leaves.

### EDUCATION

**Master of Business Administration (2016)**

Human Resource Management (HRM)

Holmes Colleges Melbourne, Australia

**Master of Professional Accounting(2016)**

Holmes Colleges Melbourne, Australia

**Masters in Public Administration(MPA)(2010)**

Human Resource Management(HRM)

Institute of Management Sciences Peshawar, Pakistan

### PROFESSIONAL TRAININGS

Human Resource Management | Time Management |Gender Equality | Team Building | Communication and Presentation skills | Online teaching

### TECHNICAL SKILLS

MS Office and Outlook | Best Practice | ZEDmed | Internet Surfing | All windows based packages