



MUJTABA HAIDER

OBJECTIVE

To pursue a career in a dynamic and growing organization with a progressive, congenial and learning work environment where I can explore my technical and management skills.

CONTACT

PHONE:
0568306072

EMAIL:
syedmujtabah0@gmail.com

EDUCATION

Bachelors in Public Administration (HRM)

2015 - 2019

BZU Multan

WORK EXPERIENCE

ADMINISTRATIVE EXECUTIVE

Aug 2021 - Apr 2023

Rasoi, Multan

- Training new employees and providing them with on-the-job training to ensure that they are able to perform their jobs safely and efficiently
- Reviewing financial statements and sales reports to monitor business performance and make adjustments where necessary
- Maintaining an inventory of food items to ensure that there is always enough for customers to purchase without running out
- Scheduling staff members' shifts and making sure that they are aware of their schedules
- Supervising employees' work performance and addressing performance issues as they arise
- Overseeing the restaurant's operation, including hiring and firing staff members and maintaining inventory levels of supplies

Human Resource Assistant

Mar 2020 – Jul 2021

Bakhtawar Amin Medical & Dental College, Multan

- Contribute interviewing the candidates with relevant HOD's and consultants
- Manage and supervise the recruitment and selection process with manager
- Worked and grip on HMIS
- Worked with pay role executive
- Contribute inspection of Punjab Health Commission
- Organize and manage on orientation for New admission
- Worked on performance appraisal annually

Internee

Jun 2017 – Aug 2017

Pakistan International Airline

- Preparation of airway bills, sales and expenditure report.
- Correspondence with company Head office, and different contractors.
- Ensuring timely availability of required cargo space for exports.

SKILLS

- Good skills of communication
- Responsible
- Self-Motivated
- Confident
- Command on MS office