

Assistant HR

OCT 2017 – July 2019

Baacha Khan Trust Education Foundation Peshawar (Pakistan)

- Managing employee's records & Documentation.
- Assisting with recruitment & selection process for teaching faculty.
- Supervising Employees day-to-day tasks.
- Handling employee inquiries, resolving grievances, and promoting positive work environment.
- Managing overall workflow.
- Ensuring adherence to relevant employment laws, regulations & organizational policies, including those related to diversity, equity and inclusions.

Marketing Coordinator / Assistant **Jun 2015 – May 2017**

Philip Morris International Mardan (Pakistan)

- Managing Calendars for Meetings.
- Assisting in market research activities, including gathering data, preparing presentations to support market strategy.
- Monitoring Brand mentions.
- Assisting in the development & distribution of marketing communications. Including press release, pamphlets, & other promotional materials.

Data Entry Clerk (Part Time) **July 2014 – Feb 2015**

Silk Touch Textiles Birmingham United Kingdom

- Entering Production Data.
- Timekeeping and attendance of employee, hours worked, over time and leave requests for payroll and scheduling purpose.
- Organizing and maintaining electronic & physical files containing records and reports & other relevant documents.
- Providing training and support to other employees on data entry procedures, system usage & best practice to maintain data integrity & consistency.

Qualifications:

<u>Sr</u>	<u>TITLE</u>	<u>Dated</u>
<u>1.</u>	<u>Master of Business Administration</u> <u>Anglia Ruskin University UK</u>	<u>2015</u>

<u>2.</u>	<u>Extended Diploma in Business Management</u> <u>Cromwell College of IT & Management London UK</u>	<u>2013</u>
<u>3.</u>	<u>Fsc Computer Science</u> <u>Islamia College Peshawar</u>	<u>2010</u>
<u>4.</u>	<u>SSC (Science)</u> <u>Saeed Public High School. Charsadda</u>	<u>2008</u>

Skills :

- Communication.
- Time Management.
- Physical strength.
- MS Office.
- Compliance.
- Comfortable working with computer for inputting and retrieving data.
- Team Management.

Languages :

- English.
- Urdu.
- Pashto.

Interests :

- Reading Books.
- Travelling.
- Current Affairs.
- Sports.

References :

References will be provided on demand.