



# AFAQ HUSSAIN

COMPUTER SCIENCES

&

HR ADMINISTRATOR

An outgoing, ambitious and confident individual with 5 years of experience in HR support & Administration who will do everything in his power to ensure that your business succeeds. Efficient management of multiple tasks and satisfaction of the most demanding customers. Learn quickly and quickly integrate new processes aimed at maximizing efficiency and productivity. Skilled IT professional well versed in creating, deploying & testing apps & Websites. Strong grip on programming languages like HTML5, CSS, JS, React, C/C++ & Python

## CONTACT & PERSONAL INFO



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Rawalpindi, Pakistan



DoB: 20 May 1995



English, Urdu, Punjabi

## SKILLS

Front End Development



HTML, CSS, JavaScript Advance Level



Basic React Programming



Website Creation/Handling/Content Addition



Android Development



Basic Graphic Designing



Verbal & Communication Skills



Microsoft Office i.e, Word, Excel etc



Distributions Operations Management



HR & Administration Skills



Back Office Operations



## EDUCATION

### MATRICULATION - HIGH SCHOOL

MANAAR PUBLIC SCHOOL - RWP

2010 - 2012

Academic Excellence In Bio-Sciences

### INTERMEDIATE - SEC HIGH SCHOOL

IMCB I-10/1 - ISLAMABAD

2012 - 2015

Academic Excellence In Pre-Engineering

### BACHELORS IN COMPUTER SCIENCES

CASE UNIVERSITY

2015 - 2018

Academic Excellence In Programing & IT

Semester Freezed in 5th  
Semester Graduation  
not completed

## WORK EXPERIENCE

### Phantom Technologies - Rawalpindi

Frontend Developer Jan 2022 - July 2022

Implemented websites and landing pages from concept through deployment. Standardized all output with a new, responsive, mobile-first approach and strategy. Developed standard and ad hoc reports in graph format as required. Collaborated with product team members to implement new feature developments.

### Phantom Enterprises - Rawalpindi

Distribution Manager Jan 2019 - Dec 2021

Handling all operations of distribution. Develop and managed operating budget, meeting department calls. Organized financial reporting, Scheduling & inventory systems to enhance productivity.

### Azee Distributions - Rawalpindi

Distribution Manager Mar 2019 - Nov 2019

Implementing strategic plans as well as contributed to evolution & analysis of business objectives along with handling all operations of distribution like making Inventory reports, handling cash flow and stock in and out reports.

### Splash Automotives - Islamabad

Operations Manager Sept 2018 - Feb 2019

Overhauled existing employee onboarding processes, resulting in an increase in performance of 42% in the average employee's first three months. Oversaw the development of more robust reporting for the customer support team. Identified manually intensive data collection tasks for the sales team to launch tools that reduced manual work by 106 hours each month.

### Splash Automotives - Islamabad

HR Executive Oct 2017 - Sept 2018

Responsible for providing overall HR support so that the company maximized its employee productivity and well-being. Monitoring the work of recruitment agencies. Negotiating advertising rates with online job boards and newspapers. Keeping confidential records private.