



Muhammad Safdar

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OBJECTIVE / PROFESSIONAL SUMMARY

To become an indispensable part of reputed organization, which values human intellectual capital and to provide me with an opportunities to justify my position by exhibiting the utmost skill and qualification I have.

PRESENT STATUS

Position : HR Manager
Duration : 28th July 2012 to till the date
Company : Bio-Labs (Pvt) Ltd, Islamabad, Pakistan.


PREVIOUS EMPLOYMENT EXPERIENCE


Position : Marketing Services Manager
Duration : 1st Feb 2012 to 27th July 2012
Company : Bio-Labs (Pvt) Ltd, Islamabad, Pakistan.


Position : Marketing Coordinator
Duration : 11th Aug 2011 to 31st Jan 2012
Company : Bio-Labs (Pvt) Ltd, Islamabad, Pakistan.


Position : Admin Officer / office manager
Duration : 4 years + 3 months (February 2006 to May 2010)
Company : PIONEER LABS, Rawalpindi, Pakistan.

ACADEMIC QUALIFICATION

 **Degree** : MBA (HRM)
Status : Completed on May 2011
Institution : Virtual University Of Pakistan.
Majors : Human Resource Management (HRM)
Score : 2.72 CGPA out of 4

 **Degree** : B.A
Status : Completed on Jul 2008
Institution : University Of Sargodha
Majors : ARTS (Journalism, Punjabi, Arabic)
Division : 1st

 **Certificate** : HSSC (F.S.C Pre Engineering)
Status : Completed on Jul 2006
Institution : F.G Degree College for MEN (H-9) Islamabad.
Majors : Science (Mathematics, Physics, Chemistry)
Division : 2nd

 **Certificate** : SSC (Metric Science)
Status : Completed on Jul 2002
Institution : F.G Technical High School (G.L) Chaklala, Rawalpindi.
Majors : Science
Division : 1st

INTERNSHIP

I had Completed 6 weeks internship at CSD (Canteen Stores Department) Head Office, starting from 13 Dec, 2010 to 27 January 2011.

Assignments:

- 1) Constructed an “Employees’ Manual” for CSD staff
- 2) Prepared SOP on “Customer Services”
- 3) SOP on “Personal Grooming of CSD Staff”

ACHIEVEMENTS

- Excellence in HR & Marketing Services award, in Annual Sales Conference 2015
- Excellence in HR & Marketing Services award, in Annual Sales Conference 2014
- Certificate of appreciation from the Managing Director Bio-Labs (Pvt) Ltd, for organizing the training and the formatting for re-launching IROPAS (Injection, tab & Syrup).
- Certificate of appreciation from the Managing Director Bio-Labs (Pvt) Ltd, for organizing the training and the formatting of Training Manuals for re-launching E-Zole (Esomeprazole) 20 & 40 mg
- Excellence in HR & Marketing Services award, in Annual Sales Conference 2013
- With my Dedication and commitment to my sincere working, upper management promoted me two times in a year, firstly I was promoted as “Marketing Services Manager” after that they promote me as HR Manager of Bio-Labs (Pvt) Ltd. Now I’m managing two departments of Bio-Labs (Pvt) Ltd.
 - HR Department.
 - Marketing Services Department.
- A **certificate** of appreciation awarded to me from **Managing Director & General Manager Sales & Marketing** for Successfully Organizing **Bio-Labs (PVT) Ltd’s Annual sales Conference 2012.**
- **Certificate** from the **Rector** of the **Virtual University of Pakistan**, to appreciate my substantial contributions in successfully organizing the 2nd Convocation of the University.
- **Certificate** from **CSD (Canteen Stores Department) Head Office** for successfully constructing.
 - Employees' manual for CSD Staff,
 - SOP On Effective Costumer Services,
 - SOP on the Personal Grooming of CSD staff.
- **Letter of appreciation** from the **Rector** of the **Virtual University of Pakistan**, to appreciate my substantial contributions in successfully organizing the 1st Convocation of the University. In the letter he admitted my dedication and commitment with duties assigned to me.