

CURRICULUM VITAE



ABDUL QADEER AHMED

Contact No: +92-346-2207881
 Email: qadeer.ahmed@outlook.com
 Address: Block 13, Gulshan-e-Iqbal, Karachi.

OBJECTIVE:

To work in a progressive organization where I could utilize my experience, skills, abilities, knowledge and capabilities for value adding prospects for myself and organization and to lead through new creative initiatives and plans to ensure objectives are met and success measured.

CORECOMPETENCIES:

Personnel/ HR Operation's	Wage / Salary Administration	Performance Appraisal
Training & Development	Payroll Management	Database Management
Performance Management	Exit Interviews	Executive Search

EXPERIENCE:

October 2011 – Present **PREMIER GROUP** **Karachi, Pakistan**

Premier Group is one the largest leading sales & distribution firm of FMCG & pharmaceuticals products in nationwide since 1971, with network of 40+ branches in Pakistan.

www.premiergroup.com.pk

Human Resource - Officer

- Leading Human Resource Operation.
- Maintain the monthly Salary Sheet with the help of integrated Attendance machines.
- Preparation of Payroll & coordinating with finance to ensure that the necessary adjustments of each employee are remunerated appropriately and against the monthly deadline.
- Responsible to process the final settlements & provident funds pan Pakistan.
- Reviewing & conducting exit interviews.
- Maintaining leave records & ensuring that timesheets and leave requests are submitted before agreed deadlines
- Responsible to maintain working employee's files after the month payroll.
- Training & orientation of new employee's.
- Supporting & assisting HR Manager & Training Officer in training & development.
- Support & assist HR Manager & Trainer in Design all kind of aptitude tests for all positions in organization
- Facilitation General Manager & HR Manager in developing of a comprehensive orientation system for all staff.
- Supporting & assisting HR Manager & Recruiter in recruitment & hiring of new employees and also participating in applicant interviews.
- Prepare notices and advertisements for vacant staff positions.
- Validate the employee's reference verification.
- Coordinating & replying to the employee verification inquired by companies.
- Maintaining records & coordinating with concerned departments on required basis.
- Maintaining & handling employee records & information files (upto 3,000 employees records)
- Preparation of weekly plans & monthly reports, working on special projects/ assignments as assigned
- Supporting & assisting HR Manager & Survey Coordinator in quality assurance dept.
- Ensuring convenient access to staff guidelines/ policies/ procedures/ operational manual to all staff & ensuring all procedures are followed.
- Supporting General Manager & HR Manager in grievance management, disciplinary action procedures, establishing a complaint system and addressing the complaints.
- Responsible to make the notices as per the instruction of HR Manager.
- Coordinating with General Manager & HR Manager on workforce related confidential matters & finding possible solution to the problems/issues.
- Conducting & reviewing probation & annual performance appraisals & work closely with the line managers on the development of the staff together with HR Manager.
- To perform the time to time guidelines and instructions by HR Manager

July 2014 – Present (Part Time) IF Logic Communication International Call Centre
Senior Officer Human Resource & Training

- Leading Human Resource Department & Training.
 - Recruitment & Selection
 - Training
 - Organization Development
 - Personal Development
 - Payroll & Leave Management
 - Primary & Secondary Human Resource Function

June 2013 – April 2014 (Part Time) LARGESS PIZZA RESTAURANT Karachi, Pakistan
Accountant

- Maintaining daily & monthly sales report
- Handling Cash
- Handling Delivery boys
- Responsible for everyday sales closing
- Responsible for maintaining attendance report of Staff
- Responsible for make delivery boys monthly commissions & incentives

Backup Branch Manager

- Ensuring Customer Satisfaction.
- Ensuring LIFO inventory system.
- Supervise the Staff.
- Handling difficult Customer.
- Handling & Maintaining branch issue or problem.
- Reporting to CEO.
- Authorize to fire or hire staff.

Dec 2010 – May 2011 IF Logic Communication International Call Centre

Senior Call Centre Agent

- Team Leader
- Generate Sales
- Delivering Pre/Post sales service.
- Catering International Customers.
- Assuring Customer Satisfaction.

INTERNSHIPS:

August – September 2011 PREMIER GROUP Karachi, Pakistan
Premier Group is one the largest leading sales & distribution firm of FMCG & pharmaceuticals products in nationwide since 1971, with network of 40+ branches in Pakistan.
www.premiergroup.com.pk

Human Resource Department

- Assist in HR Operation.
- Assist in Training & Development.
- Assist in Recruitment & hiring.
- Assist in Quality Assurance dept.

QUALIFICATION:

Degree	Year	School/ College/ University
Graduation	In progress	University of Karachi
Intermediate	2014	Govt. Jamia Millia College
Matriculation	2009	WRRS Secondary School

REMARKABLE ACHIEVEMENTS & AWARDS:

- Attended Working on “Strategic Leadership & Thinking” (2015)
- Attended Workshop on “Payroll Management” (2014).
- Attended Workshop on “Professional Personality Development” (2014).
- Conduct training as a Guest Trainer at ICMAP (Institute of Cost and Management Accountants of Pakistan) “Job Fair Training” (2014).
- Associate trainer with Amin Narullah (Manager HR-Premier Group) at Iqra University “Job Fair Training” (2013, 2014 & 2015).

- Associate trainer with Amin Narullah (Manager HR-Premier Group) at **MAJU** (Muhammad Ali Jinnah University) “**CV writing**” (2014).
- Associate trainer with Amin Narullah (Manager HR-Premier Group) at **Karachi University** “**You Factor**” (2014).
- Associate trainer with Amin Narullah (Manager HR-Premier Group) “**Career Insight**” for **Khatiri Education Society** (2014).
- Company representative at **Iqra University** (2013, 2014 & 2015), **MAJU** (2015), **Behria University** (2015), **KYSN** (2015), **ICMAP** (2014), **Jinnah University** (2014), **Aga Khan University** (2013) & **Szabist** (2013) Job Fairs.
- Company representative at “**HR Meetup**” (2014).
- Organized 3 Blood camps for **Indus Hospital** (2014).
- Organized & head the Event “**Cricket Tournament 2015**” (First time in company’s history)
- Organized & head the Event “**Khalbali**” (The Sales Masti) 2014 & 2015.

SKILLS:

- **Microsoft Office**
 - Microsoft Word
 - Microsoft Excel
 - Microsoft Power Point
 - Microsoft Publisher
 - Microsoft Outlook
- **Hardware & Networking**
 - Hardware & Networking short course from MITI
- **Graphics**
 - Adobe Photoshop
- **Inpage**

PERSONAL SKILLS:

- Excellent communication and interpersonal skills control oriented, ability to plan, ability to prioritize load, good organization skills, motivated, ambitious and decisive person.
- Ready to accept challenging assignments, energetic, enthusiastic, problem solving can handle situation independently and effectively, eager to quickly assimilate knowledge.

PERSONAL INFORMATION:

Father Name	Mudabbir Ahmed
Current Address	C-4, Savana City Apartments, Block 13D-2, Gulshan-e-Iqbal, Karachi.
Contact No	+92-346-2207881
Nationality	Pakistani
Date of Birth	November 22 nd , 1992
Marital Status	Single
Gender	Male
Religion	Islam
CNIC No.	42201-6506095-3
Email	qadeer.ahmed@outlook.com

INTEREST:

- **Meeting people with diverse culture and background:** This role has given me the opportunity to develop skills in events organization, public speaking and adjust in people with different backgrounds.
- **Web surfing and emailing:** This has helped me in developing formal ways of interacting with people and even marketing or advertising the new products that I want to sell or see how people respond.

REFERENCE:

References will be provided upon request.