

Personal Information

Name and Surname:	Muhammad Nouman Javed
Address:	18-C Board Of Revenue Housing Society Johar Town 54000
Date of Birth:	21.01.2000
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Profile
I am a detailed oriented graduate of Business Management. Looking for a role of HR business partner within a reputable enterprise or any software industry. I love to identify and manage training and development needs for employees. I have ability to handle employee complaints, grievances and disputes.

Education

2019 - 2023	Minhaj University, Lahore, Pakistan Bachelor of Business Administration (BBA) - CGPA 3.1 Human Resource Management, Human Resource Development, Fundamentals of Marketing, Principle of Accounting, Business, Business statics, Consumer Behaviour
2017 - 2019	Punjab Group of Colleges Fsc Pre-Engineering
2015 - 2017	Pakistan Public School Matric - Computer Science

Experience

02.2022 - 05.2022	SunBoster Pvt Ltd. HR Intern / Business Developer <ul style="list-style-type: none">Assisted in the development of the employee handbook.Clients Dealing and Quotations management.Interpret troubleshooting techniques to provide assistance to customers.Work closely with operation departments to ensure we were in compliance with policies and requirements according to the customer.Posts notices of Job Opportunities for internal vacancies.Enter all new hire personal information into the company system, assigning correct job title, organization and pay rate in a timely manner and with accuracy.Coordinated interview schedules with recruiters, hiring leaders and candidates.Provided front desk coverage for HR team and serve as telephone back up for recruiters as needed.Supports business excellence by building new and utilizing existing performance management measures.Developed and facilitated specialized training for management staff and new employees.Cost/Benefit Analysis.
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Certifications & Accolades

- Obtained Certificate of Participation in a Workshop on Personal & Professional Branding from School of Business and Management Sciences, Minhaj University Lahore.
- 4 GPA in Principle of Management Course in 1st Semester of BBA.
- 4 GPA in Financial Accounting n 2nd Semester of BBA.
- Coursera Certification - Learned Marketing and SEO Tools using Wix through

Hobby



Travel



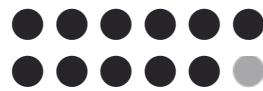
Sports



Marketing

Languages

Urdu



English

Skills

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills
- ✓ Active listening & Team building skills
- ✓ Event organizing
- ✓ Recruiting
- ✓ Conflict resolution
- ✓ Objectivity and critical thinking
- ✓ Research and continued learning

Personality

- ✓ Communicative
- ✓ Punctuality
- ✓ Creativity
- ✓ Organized
- ✓ Self Control
- ✓ Openness to experience
- ✓ Extraversion
- ✓ Integrity
- ✓ Patience

Software skills

Word



PowerPoint



Microsoft Excel



Keepa



Helium 10



Social Media/Linkedin

