

Personal Information

Name and Surname: Muhammad Nouman Javed
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Profile
Associate HR Officer
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

- 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.

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 throug

Hobby



Travel



Sports



Marketing

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

Software skills

Word	●	●	●	●	●	●
PowerPoint	●	●	●	●	●	●
Microsoft Excel	●	●	●	●	●	●
Keepa	●	●	●	●	●	●
Helium 10	●	●	●	●	●	●
Social Media/Linkedin	●	●	●	●	●	●

Languages

Urdu

English



Personality

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