

RESUME

“...I hereby solemnly declare that any information disclosed herein this resume is complete and accurate to the best of my belief and knowledge...”

NAVEED ILYAS

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Address : House No. 2 Street No 63 F-8/4 Islamabad
Contact Number : +92-313-5814088; 0301-8550428
Skype id : *naveedilyas26*
E-mail : *naveedilyas2013@gmail.com*

Teaching Experience:

Visiting Lecturer

Business Research Method, Organizational Behavior, International Business at Federal Urdu University of Arts, Science and Technology, Islamabad

Visiting Lecturer

Strategic Human Resource Management Production and Operation Management Marketing Management at Buraq Institute of and Information Technology, formal Institute and Study Center of Allama Iqbal Open University, Islamabad.

Research Associate

Worked as Research Associate (Coordination)
Global Illuminator. Organize Research Conference in Multiple Countries.

Research Activities

Publications:

Muhammad Faisal Malik^{1,*}, Naveed Ilyas¹, Smabia Iftikhar Abbasi. A Multilevel Study of Proactive Personality and Employee Creativity International Journal of Modern Management Sciences, 2020, 8(1):21- 41.

Dr. Muhammad Faisal Malik, Dr. Muhammad Asif Khan, Naveed Ilyas. Improve Nurses' Engagement of Public Sector Hospitals in pandemic of COVID-19 through Authentic Leadership: Mediating role of Moral Emotions and Moderating role of Perceived Coronavirus Threat. Pre Print Available

Conference:

Worked as an Organizer for arrangements of Research Conference in GIMAR (Dubai (2015), MIBEST (2015) Manila Philippines,

Presented a paper in 1st International Conference on Multidisciplinary Innovation in Business Engineering Science and Technology (MIBEST) 2015.
Manila Philippine

Presented a paper in 3rd International Conference on Emerging Trends in Management (ICETM) 2014 at Muhammad Ali Jinnah University (MAJU), Islamabad.

Presented a paper in 6th South Asian International Conference (SAICON)2014 at Serena Hotel, Islamabad.

Presented a paper in 5th International Business Applied Research Conference (IABRC) 2016 International Islamic University, Islamabad.

Industrial Experience

M/s Pakistan Accumulators (Pvt.) Ltd

Pakistan Accumulators Pvt. Limited is a private limited company providing power solution including manufacturing batteries for past two decades and has different branches throughout the country. Pakistan Accumulators is also exporting batteries to different countries including Nepal, Lebanon and Afghanistan etc. I was appointed as Audit Officer August 11, 2014; from where my working in Pakistan Accumulators Private Limited has given me a lot of Knowledge and experience to deal with the audit, finance and tax related matters.

Designation:Audit(11 August 2014 Current Date) **Address:**

House No. 2, Street # 63, Sector F-8/4, Islamabad

Base : Head Office, Islamabad Tel/Fax #: 051

-111- 220-

022 EXT: 232

Reporting to: Chief Financial Officer

My duties and responsibilities are as under:

Develop, coordinate and implement plan for audit, review, monitoring and evaluation of controllership, treasury, accounts, operations, governance and sales.

HR Strategy review and analysis, working on KPI identification.

Detail job analysis and creating JD's & Sops

Monthly audit of sales tax return and withholding tax reconciliation.

Develop, schedule and monitor the internal control reviews, and recommend actions necessary to improve internal control systems

Ensure effective Employee Relations through professional compliance with policies and procedures

Review the strategic financial management function of the organization and recommend necessary measures for improvements.

Monthly audit of branch offices in all the regions, reconciling the all the data with Head Office records.

Carry out detailed audit tests for the exports and imports.

Periodically reviewing governance and risk assessment function with the audit team.

Review statutory compliance function and test timely submission of deliverables.

Recommend updates for the finance and operations policies and procedures.

Review the work of external auditors and recommend the implementation of suggestions received from the external auditors.

Monthly stock taking in the factory, preparation of stock in hand list.

Preparation of stock reconciliation report and stock valuation report.

Periodically review HR policies

Honours & Awards

Award” in 7th South Asian International Conference (SAICON) 2015 at Serena Hotel, Islamabad
Presented with a shield for achieving “Best Campus Award” in 5th Cust Business Research Conference (CBRC) 2016 at Capital University of Science & Technology University, Islamabad.

Semesters Project & Working Papers

A Research work on work family conflict & organization commitment.

A Research work on HRM Practices impact on Job Satisfaction.

Research work on Glass ceiling effects on turnover intentions

EDUCATION:

Jan, 2021 Cont.....

PHD (HRM)

Capital University of Science & Technology, Islamabad

Feb, 2013- June, 2015

M. S (HRM)

Muhammad Ali Jinnah University, Islamabad (Pakistan)

Thesis Title: Impact of Glass Ceiling on Organizational Commitments and Job Satisfaction Mediating Role of Career Barrier Developing and Testing Integrative Model.

CGPA: 3.23/4.00

Major Courses: Advanced Research Method, Conflict & Negotiation, Management, Cross Cultural HRM, Creating and Effective Organization and Organization Development.

Sept, 2009- Aug, 2012

Master in Business Administration

International Islamic University Islamabad

CGPA: 3.39/4.00

Major Courses, Strategic Management, Strategic Human Resource Management, Organizational Behavior,

Computer Skills:

MS (Office), SAP, SPSS, AMOS

Research Interest:

Organizational Behavior and Structure, Conflict & Negotiation, Industrial & Organizational Psychology, Occupational Stressors, Leadership

REFERENCES:

Will be furnished on request.