



Muhammad Abdullah

HR Assistant / Talent Acquisition Assistant

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NATIONALITY Pakistani

01 OBJECTIVE

Dedicated professional eager to create and implement successful strategies to improve organisational efficiency. Adept at utilising data analysis to provide insights into HR initiatives. Strong communication and interpersonal skills and committed to pursuing best practices related to employee development and retention.

02 EMPLOYMENT HISTORY

Jun 2023 — Jul 2023

Lahore

HR Intern at Alkhidmat Foundation Pakistan

- Provide assistance to HR Manager in various tasks.
- Keeping employee records, maintaining Employee Database.
- File handling, forms handling, keeping records.
- Making files, presentations on PowerPoint.
- Attending orientations and meetings and writing meeting minutes.
- HRIS software for handling employees data, payroll, leaves, attendance matters.
- Initial screening and interviews scheduling.
- Making word, excel or ppt files as per the requirements.
- Worked and assisted in implementing HR functions.
- Arranging meetings with other departments on a desired goal.
- Working closely with Assistant HR Manager and helping in almost every task.
- Arranging employees forms, data and scanning of forms, file compiling etc.

Jul 2021 — Feb 2023

LAHORE

VVA at DIGINTEL

- Worked as a VVA (Verification and Validation Analyst) based on the title my work was the same.

- I had to verify and validate different products on daily bases for an Amazon store. So that they can buy them and sell them on Amazon.
- Approved thousands of products and took decisions of approving or disapproving products efficiently by doing verification and checking validation of all products.
- Worked to ensure a neat and attractive sales environment, and assisted in the setup of visual displays.
- Maintained up-to-date knowledge of all retail promotions.
- Established sales goals by forecasting annual sales quotas and projecting expected sales volume for existing and new products.
- Worked from home for 16 months after probation period.
- Worked well independently and on a team to solve problems.

03 EDUCATION

Oct 2020 — Present
Lahore

Virtual University of Pakistan

MHRM (master in human resource management)

Last semester (internship report is required only)

Jan 2018 — Dec 2019
Lahore

University of the Punjab

Bachelor's of Arts

Jan 2016 — Dec 2017
Lahore

KIPS college

Intermediate

Mar 2010 — Dec 2015
Lahore

The punjab school

Matriculations

Jan 2004 — Apr 2007
Lahore

Iqra roz a tul atfal

Hafiz e Quran

04 SKILLS

Self-motivation

Conflict Resolution

Microsoft Office Word

Microsoft Excel

Microsoft PowerPoint

Communication Skills

Adaptability

Microsoft Office

Leadership and Teamwork

Critical thinking and problem solving

Effective Time Management

Ability to Work Under Pressure

Design Skills

E-commerce

Analytical Skills

Employee Recruitment & Retention

Organizational development

Good organizational skills

Employee Development

Employee Engagement

Employee Relations

HR Administration

Fast Learner
Computer Skills

HRIS Technologies
Employment Legislation

05 HOBBIES

Social media surfing, travelling, learning new things, music, online games. indoor games, snooker, reading.

06 COURSES

Aug 2021 — Oct 2021

Freelancing at DIGISKILLS

07 LANGUAGES

English

Urdu