

STRENGTH: Strong ability to perform in pressurized working environment and undoubtedly disciplined traits along with strong communication / interpersonal skill with ability of conflict resolution strategy. Highly proficient in Building lasting Positive working relation with employees, management and external contacts.



ARSHAD MEHMOOD
(HR / ADMINISTRATOR)

PERSONAL INFORMATION

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WORK EXPERIENCE

HR-Administrator (Punar Tour & Traveling Agency) 2021 → Current

- ❖ recruited numerous employees to meet the Administration/Operational requirements and Saved agency's thousands of PK rupees by reducing reliance on employment agencies
- ❖ Effectively maintain the payroll of all employees
- ❖ Describe and display the role / responsibility of the employees
- ❖ Manage and maintain the personal data of entire workforce in soft and hard Copy
- ❖ Manage and eliminate the work place conflicts at grass root level
- ❖ Wrote employee manual covering Agency policies, disciplinary procedures, code of conduct, and benefits information
- ❖ Organized and Chaired the monthly meeting with employees for enhancing the moral , create positive working environment, and eliminate the individuals grievances

Executive Assistant (2020 → 2021)

- ❖ Organized and spoke 15+ conference for guest up to 200+ to communicate Ground Occurrence, Safety, Defect Trends, way forwarded and proactive initiatives
- ❖ Manage and supervise meetings and briefing (weekly, monthly, quarterly) to analyze the ground safeties, occurrences and maintain data for future precautions and measures
- ❖ Drafting the minutes of meetings for further distributions of appropriate level of management

Achievement

Improved safety record, work ethics and ground occurrences due to critical analysis of working attitude / environment and with constantly providing instructions and safety measures

Technical Advisor (Air Headquarters Islamabad) (2016 → 2020)

- ❖ Indent raising and forecasting the items for procurement
- ❖ Procurement of Life, Mandatory and Conditional items for various vendors (National/International)
- ❖ Manage and utilization of Assets effective and efficiently

Achievement

Saving **1Million** +\$ from procurement of various purchasing order

Training coordinator (2011 → 2016)

- ❖ Map out training plans for individual trainees and play a key role in various training Audit
- ❖ Maintained training records for employees and complied reports, statistics for review
- ❖ Scheduled various training related preparation including coordinating, training rooms, equipment and travel arrangements
- ❖ Gathered feedback from trainer and trainees after completion of each training session
- ❖ Responsible for evaluation of existing training material and establish Question Bank
- ❖ Handle logistic for training activities including venues and equipment
- ❖ Structured and implement strategy in the area of training and development
- ❖ Assess instructional effectiveness and determine the impact of training on trainees skills

PROFESSIONAL SKILLS

Influential Negotiation Skill	Team work	Facilitation
Interpersonal communication	Calendar Management	HR Policies/SOPs
Document Control	Staff Management	Customer Services
Collaboration	Budgeting Estimation	Database Management.
Strategic Planning & Execution	Scheduling	Leadership

EDUCATION AND CERTIFICATION

- ❖ **Master in Business Administration MBA (HRM)** (SUIT Peshawar)
- ❖ **Master of Arts – MA (International Relation)** (University of Karachi)
- ❖ Certificate of training Work Ethics (No 102 Air Engineering Depot, PAF)
- ❖ Certificate of training Maintenance of Supervisory (School of Aeronautics, PAF)
- ❖ Certificate of Maintenance Resource Management Training (PAF Base Quetta)

LANGUAGE

English	(Writing-Fluent Reading-Fluent Speaking-Fluent)
Arabic	(Writing, Reading)

SUMMARY

23 years of service experience (30-10-1998 to 31-10-2021) in the **Pakistan Air Force** as an Associate Engineer and particularly **10+** years in Managerial and administrative discipline, moreover **01+** year as an **HR-Administrator**.

- ❖ Directing and enhancing daily administrative operations related to cost analysis ,appointments, bookings, cancellations, confirmations and enquiries
- ❖ Successfully prepared repots, letters, and memos
- ❖ Co-ordinate and Scheduled meetings (on-site/off-site) appointments and inspection
- ❖ Work with HR Department to facilitate recruitments drives
- ❖ Proficient in Forecasting, Procurement, Technical Analyst, and coordination
- ❖ Exceptional knowledge of office management, documentation ,File work, and Asset management
- ❖ Time Management: - Prioritizing the most sensitive task according to job requirement
- ❖ Performed office work using MS Office and PC based applications quiet efficiently
- ❖ In-depth knowledge in Updating ,maintaining and Auditing of personal data , variety of Confidential / Sensitive electronic Mails, hard copy records and files
- ❖ Ensuring the smooth distribution of Mail internal and external
- ❖ Having Good knowledge and understanding of Labor Law
- ❖ Immense knowledge of dealing with the people regarding common society issues
- ❖ Provide advice and guidance to higher management about HR-related issues
- ❖ Implementing disciplinary action (when required)
- ❖ Dealing with general HR issues such as Annual leave. Causal leave, bereavement, maternity, Paternity, flexible working requests, etc. on day-to-day basis
- ❖ Organizing Training and Development workshop for new and existing staff
- ❖ Professional and confident with excellent Diplomacy and negotiation skills
- ❖ Excellent oral and written communications skills in English
- ❖ Identifying the requirement of training for enhancing the skills of individuals
- ❖ Enforced Safety rules and regulations at workplace to provide safe working environment for workers
- ❖ 02+ years' experience in employees compensation / benefits and welfare discipline
- ❖ Insight Experience in employees Performance appraisal / Evaluation in different categories
- ❖ Well understanding and ability of resolutions of Diversity issues at work place
- ❖ Having ability to perform multitask with-in/out department or organization effective and efficiently