



# SHAHID KHAN

HR AND ADMIN (20 EXP)

☎ 03460101650

✉ shahid.khan.asia@gmail.com



## PROFESSIONAL SKILL

• Sound Administration

• Set Priorities And Managed Workload

• Negotiation Skills

• Problem Solving Skills



## WORK EXPERIENCE

Assistant Manager HR  
& Admin

10/2009 - currently  
working

### AHG- Al Hafiz group / Karachi

- Managing company staff, including coordinating and supporting the recruitment process.
- Candidate Screening for specified roles, verification and record of employees,
- Onboarding newcomers to the company and determining salaries and remuneration structure.
- Developing adequate induction, training, Learning & Development Planning.
- Updating the job descriptions, Job Analysis, organograms, performance appraisals.
- Objective Setting, implement, & monitor Performance Management system with KPIs.
- Nationwide management and employee grievances at multiple locations across Pakistan.
- Dealing with Govt. Authorities (Such as; EOBI, SESSI, Directorate of Labors, PCSIR, PSQCA etc.)
- Prepared Payroll, Leave Encashment, Bonus, full and final payment settlements,
- Manage fleet of vehicles (maintenance, tracker, insurance, vehicle tax, sale, purchase, lease).
- Manage Employees health care and group life insurance policy.
- Arrangements of charity works, Food supply every week, Aftari etc
- Review, negotiation and renewal of rent/maintenance agreements.
- Maintain and ensure HSE compliance and promote safe working environment
- Organized Events (Sales conference/Lucky draw, seminars, meetings, Cricket Tournament etc.)
- VISA processing and protocols, travel, accommodation arrangements and organize official visits
- Coordination with directors, departmental managers and Suppliers.
- Monitor Branch operations and other miscellaneous activities (camera, attendance, petty cash etc).
- Plan for office services, such as purchases, renovation, inventory, equipment, supplies, gate pass, attendances, utilities, transports, loading, refreshment, generator, split and general maintenance, printing, petty cash, Stationary, House Keeping, Assets management, Courier management, scarp management, tracking, Cellular services, sales team tracking, fuel and expenses controls, Labor

recruitment and employee welfare, Industrial relations and discipline maintenance, Safety and security management, Housekeeping, Administrative services.

- Site security matters, security of staff and local visitors and foreigners
- Develop and implement security policies, protocols and procedures, Investigate and resolve issues
- Rules Implementation, Verification and processing of respective payments.

**Assistant To Director  
Production**

03/2009 - 09/2009

**Ahmed Foods / Karachi**

Production planning, SOP implementation, Documentation

**Assistant Manager  
Admin And HR**

03/2006 - 10/2008

**KHAS Group / Karachi**

- Co-ordinate and plan for office services, such as purchases, inventory, equipment, supplies, gate pass, attendances, utilities, transports, boarding, loading, security services, recruitment, screening, verification training development, performance management, appraisals
- Dealing with Govt. Authorities (Such as; EOBI, SESSI, Directorate of Labors etc)
- Prepared monthly Salary, Leave Encashment, Bonus, full and final payment settlements.

**Inventory Controller**

11/2008 - 02/2009

**Bin Dawood Group / Karachi**

Warehouse Administration and check in and out inventories

**Project Cordinator**

05/2001 - 09/2005

**Smar International / Karachi**

- To manage human resources & fields operations.
- Dealing with Multinationals and International Clients about the projects.

Achievements: Successfully conducted the Market research studies for;  
Unilever, Shell, Metro Cash & Carry & Pakistan Tobacco etc.



## EDUCATION

**Management  
Sciences**

01/2018 - 12/2020

**Kasbit / Karachi**

MBA in HRM from KASBIT (2020)

**Social Sciences**

04/2013 - 07/2015

**Karachi University / Karachi**

*Masters* in Social Sciences (International Relation) from Karachi University (2014)

**Commerce / Finance  
And Accounting**

01/2004 - 05/2006

**Bachelor / Karachi University / Karachi**

B.COM from University of Karachi (2006)

**Computer Sciences  
And Information  
Technology**

08/2000 - 09/2002

**Intermediate / A-level / Government National College / Karachi**

**Computer Sciences  
And Information  
Technology**

08/1997 - 08/1999

**Matric / O-level / Aisha Bawany Academy / Karachi**

SSC in Computer Science from Aisha Bawany School (1999).

**Computer Sciences  
And Information  
Technology**

02/2002 - 10/2002

**Management  
Sciences**

10/2008 - 10/2008

**Diploma / Cert (after Inter) / NCR / Karachi**

DIT from NCR (2002).

**Pg Diploma / Cert / Sindh Judiciary Academy / Karachi**

Certification in ADR Mediation, Conciliation & Management from Sindh Judiciary Academy (2008)



**CERTIFICATE**

**PGD Labour Welfare &  
IR**

2008-01-02

**NILAT / Administration**

Management, Industrial Relations, Labour laws, Health and Safety



**ADDITIONAL INFORMATION**

**Courses:**

E-Commerce Management, Quick Books, Digital Literacy, SEO

**TRAININGS:**

Training by BIC in 2009, Learn Feast by TRG in 2010

**Workshop/Webinar Attend:**

ISO 9001-2015, Modern Supply Chain Management and ERP, Social Media Marketing, constitution of Pakistan (PIPS) etc.

**AWARDS:**

Organized Nivea Lucky Draw Event in 2010-2018

DUKE of EDINBURGH'S Award Program Pakistan in 1999

**COMPUTER SKILLS**

Operate Software's; SAP, ERP, Inventory, Attendance (time AX), Quick books, Employees Tracking, LMS, working knowledge of Windows, Microsoft word, excel, power point, outlook, internet programs, Applications, Proficient computer skills.

**SALES & MARKETING:**

Freelancer; Software, Hospital discount Cards, Baby wipes, Sanitizers, Surgical face masks, Vouch 365, Mobile card voucher, Contract packaging, Market retail survey.

**EXPERTISE**

Sharp, innovative, quick learner with proven ability to adapt quickly to a challenge. A team player with a professional & positive mental attitude. Proactive & constructive approach in seeking solutions. Working under pressure & meeting deadlines. Negotiation Skills.

**PRIMARY SKILLS**

Sound administrative experience • Ability to work independently, set priorities and managed workload. • Display initiative, flexibility, efficiency, tact and diplomacy at all times. • Confident along with Excellent interpersonal skills and Communication skills • Able to multitask and manage conflicting priorities with a positive attitude. • Attention to detail, well organized, good problem solving skills and winning mindset • Communicate and establish positive relationships at all levels. • Exposure to

corporate/global environment.



## SOCIAL MEDIA

### Linkedin

<https://linkedin.com/in/shahid-khan-5966a1a7>



## LANGUAGES

English

Intermediate



## INTERESTS

Watching Sports Channel

Research Based Web Browsing And Learning



## REFERENCES

### Imran Ismail

CFO

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021 35834971



## PERSONAL INFORMATION

Muhammad Usman Khan

Flat no 202 plot no C9C Khayaban e Sehar Phase 7 Dha , Karachi , 75500 , Sindh , Pakistan

Male

August 3rd, 1983

Married

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