**Aftab Ahmed**

🖁**Cell** # Pak # +92335-8159347

**🖂 Email:** [aftabahmedaftabahmed5@gmail.com](mailto:aftabahmedaftabahmed5@gmail.com)

**🕊OBJECTIVE:**

To give my best performance as a human resource specialist in your reputable organization, bringing strong knowledge of human resource policies and ability to utilize this knowledge in meeting deadlines.

**📚ACADEMIC DETAILS**

|  |  |  |
| --- | --- | --- |
| **LEVEL & SUBJECTS** | **YEAR** | **INSTITUTIONS** |
| **Master**  **(Public Administration) (HRM)** | 2023 | Karachi University, Karachi |
| **B.Com**  **(Commerce)** (Accounting, Auditing, Economics) | 2017 | Islamia University of Bahawalpur. |
| **Intermediate**  **(I.COM) )** (Accounting, Stats, Economics) | 2013 | Army public school and college Malircantt Karachi. |
| **Matriculation**  **(Science)** (Biology, Physics, chemistry) | 2011 | Army public school and college Malircantt Karachi. |
| **Computer:**  MS. Office | 2015 | Imperial Institute of Bahawalpur |

**🛠EMPLOYMENT EXPERIENCE:**

|  |  |  |
| --- | --- | --- |
| **EMPLOYMENT** | **PERIOD** | **POSITION &KEY RSPONSIBILITIES** |
| **Tameer Bank (Internship) (Bahawalpur)** | 2014 to 2016 | **POSITION &KEY RESPONSIBILITIES:**  **Cashier / front desk officer**   * Handle Cash * Greeting Customers * Operates Posting Software * Bank matters |
| **Army Public School & College Cambridge Campus**  **Malir Cantt** | February 2017to  15 April 2021 | **POSITION &KEY RESPONSIBILITIES:**  **Head of HR Department**   * In charge of Data Processing cell * In charge of fees section * Hiring and Interviewing staff * Handle Administration Matters * Management of Software * Dealing with Higher Management * Basic Networking * Presentation quarterly to Higher Management * Software Installation |
| **Ministry of Defense** | 15 May 2021 to 2 February 2022 |  |
| **Lifeline Hospital Karachi** | 15 May 2022  to date | **HR Manager**   * Recruitment of candidates * Processing Hospital payroll * Conduct disciplinary actions * Designing and updating existing company policies * Maintaining employee records * Conduct Analysis of Employee Benefits * Arranging for Training and Development of New Employees * Conducting Job Analysis and Designing * Monitoring Employee Performance * Maintaining work culture * Resolving internal conflicts among employees * Ensuring the health and safety of employees * Disbursing rewards and incentives * Setting Rules for Employee Promotion * Sharing Information with Employees * Conducting Survey Management * Managing Business Partnerships * Investigating Internal Complaints * External Employee Problem Solving * Employment Relations |

**🎖STRENGTHS:**

* Ability to meet deadline.
* Result oriented.
* Excellent negotiation skills.
* Comfortable in both solo and group environments.

**COMPUTER KNOWLEDGE:**

* Operating Systems: **Windows 7 and Window 8.1.**
* Software package: **MS Office.**
* System **MaintenanceAssembling**.
* All Windows **Installation**
* Basic Networking.

**🚹PERSONAL INFORMATION**

* Father Name :: Muhammad Islam khan
* Date of Birth :: 15th August 1994
* N.I.C. No. :: 44203-8123411-7
* Religion :: Islam
* Nationality :: Pakistani
* Domicile :: District Sanghar
* Marital Status :: Single
* Cell No. :: **+92335-8159347**
* E-mail :: [**aftabahmedaftabahmed5@gmail.com**](mailto:aftabahmedaftabahmed5@gmail.com)

**🌏REFERENCE**

* Both Employment & Personal are available on request.