MUHAMMAD SHEHARYAR KHAN

HR OFFICER

📍 CS 02 BAGH E MALIR, BLOCK B, MALIR CITY, KARACHI , Karachi, 75050, Pakistan

📞 03082565442

✉ sheharyarkhan2014@gmail.com

ABOUT ME

Highly motivated, seeking a position where I can use my knowledge and expertise in Human Resources to carry out various responsibilities in functional areas such as recruitment, policy implementation and employee relations.

SKILLS

COMMUNICATION SKILL

LEADERSHIP SKILL

QUICK LEARNER

EXPERT

ABILITY TO PRIORITIZE TASKS

MS OFFICE

PERSONAL DETAILS

Date of birth
10.09.1995

Nationality
PAKISTANI

Marital status
SINGLE

HOBBIES

SWIMMING, CRICKET, FOOTBALL & JOGGING

WORK EXPERIENCE

HUMAN CAPITAL HR SOLUTION
KARACHI
Jun 2019 - Aug 2019

HR INTERNEE

* CV Seggretation
* Degree verification
* MIS maintaining
* Preparing, maintaining, and updating employee files
*Planning and arranging training programs for new employees

NATIONAL BANK OF PAKISTAN
KARACHI
Dec 2018 - Jan 2019

HR INTERNEE

* Read Promotion policies
* Calculation and parameters of promotion
* Appointment letter
* Preparing, maintaining, and updating employee files
* Assisting in modifying recruitment procedures and hiring best talents

EDUCATION

KARACHI UNIVERSITY
KARACHI
2019

MASTER IN PUBLIC ADMINISTRATION

CGPA 3.5
MAJOR SUBJECTS:
- Talent Acquisition
- Performance Management
- Compensation & Benefit
- Industrial Relation
- Leadership And Change Management
- Learning And Development

KARACHI UNIVERSITY
KARACHI
2016

BACHELOR'S IN COMMERCE

IST DIVISION

EXTRA-CURRICULAR ACTIVITIES

DEPARTMENT OF PUBLIC ADMINISTRATION
KARACHI UNIVERSITY
Jan 2019 - Dec 2019

PRESIDENT OF STUDENT EXECUTIVE COUNCIL

- Eve welcome party
- Morning welcome party
- 21st March event
- Nationalism Pakistaniyat
- Cricket tournament
- Beach bash
- Open mic
- IGI Life Vitality Recruitment Drive
- Basic Corporate Proficiency
- Project Management
- Poster Exhibition
- E-con
- AUA Solutions Recruitment Drive
- YTH live 2019
- HRIS
- HR strategies for Startups and SMEs
- Clean and green DPA
- Seminar on CSR and Sustainability

REFERENCE

References available upon request