

MOHAMMAD AHSAN KHAN

S/O M.RAHEEL KHAN

Nic No. 41303-9866061-5

PHONE #: +92-3353310712 | Email: emeaykay.ahsan@gmail.com

ADDRESS: Flat# D-13, Noman Avenue, Rashid Minas Road, Johar moor ,Karachi.



PROFESSIONAL SUMMARY

Results-oriented professional seeking for an opportunity which best utilizes my skills and knowledge, and provides me a career growth. Highly responsible, organized and self-motivated.

FIELDS OF INTEREST

- Administration
- Human Recourses

SKILLS

- Quick learner
- Capable and willing to learn new things
- Good communication
- Good attention to details
- MS Office

EDUCATION

M.A ECONOMICS	SINDH UNIVERSITY JAMSHORO	2018 – In Process
GRADUATION (B.COM)	SINDH UNIVERSITY JAMSHORO.	2016 - 2018

EXPERIENCE

SOORTY ENTERPRISES HR OFFICER

January 2019 - 2020

Main responsibility

- Recruiting staff this includes developing job description and person specification, checking application form shortlisting, prepare report and make recommendations to management about staff appointment.
- Managing and taking care of hiring process, including Job posting, talent hunt, conducting interviews, finalizing interview panel within the organization.
- Handling data pooling, compensation and benefits procedures through software / systems.
- Responsible for data feeding manually and through systems

IMTIAZ SUPER MARKET
HR OFFICER OPERATION

February 2020 – Present

Main responsibility

- Recruiting staff this includes developing job description and person specification, checking application form shortlisting, prepare report and make recommendations to management about staff appointment.
- Managing and taking care of hiring process, including Job posting, talent hunt, conducting interviews, finalizing interview panel within the organization.
- Compensation and benefits procedures through software / systems.
- Responsible for Attendance checking, missing entries leave feeding and finalize the branch payroll.