

Muhammad Junaid

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Objectives:

To pursue career in a dynamic and reputable organization with a progressive, professional learning environment to enhance & impart my technical, conceptual & managerial skills to contribute in growth of the organization.

Professional Experience

HR Officer

Sep 2019 - Present

Imtiaz Super Market, Karachi

- Handling HR Operations.
- Actively Involved in Human Resource Planning.
- Responsible for end to end recruitment.
- Employee Data Management.
- Attendance & Leaves management.
- Handle grievances and ensuring effective employee relationship.
- Health Insurance Management.
- Managing Payroll, Attrition, HRIS reporting and analysis on SAP & Time Trax.
- Training and Development for Store employees.

Admin Officer

Mar 2018 – Sep 2019

Nakhlah Educational House, Karachi

- Supported HR functions, including new hire orientation.
- Company asset management.
- Ensure smooth dispatch management of all official documents.
- Facility management
- Responsible for inventory management (Ordering, Receiving, Sorting, Stocking, Issuing and documenting goods/ consumable items) efficiently and effectively.
- Ensure that all domestic staff complies with disciplinary procedure(s).
- Counseling of all staffs when required.
- Provide facilitation to candidates regarding job application form before demos and interviews.

Assistant Accountant

May 2016 –Mar 2018

Imtiaz Super Market, Karachi

- Cash handling
- Maintain Daily Sales Report.
- Vendors Payment Management
- Maintain Balance Sheet.
- Financial Reporting to Manager Accounts.
- Bank Deposit

Administrator

Mar 2014 – Apr 2016

Usman Private School, Karachi

The job role demands all administrative task, and student management.

Publication:

Organizational Justice: Impacts and Turnouts, A Quantitative Study on the Implementation of Distributive Justice, Research Journal of Supply Chain & Business Management, Vol. 02 No: 1,

<https://doi.org/10.22555/rjscbm.v2i1.71>

Academic Qualifications:

- **Master of Business Administration** - Human Resources Management (Equivalent to M.Phil) from University of Karachi, **2019**
- **Master of Arts** Degree (Islamiyat & Arabic), Wifaq-ul-Madaris (Equivalency approved by the HEC, Islamabad & University of Karachi). **2013**
- **Bachelor of Arts** from University of Karachi. **2011**
- **Intermediate** from the Board of Intermediate Education. **2008**
- **Matriculation** from the Board of Secondary Education. **2006**
- **Hifz-ul-Quran** from Wifaq-ul-Madaris Al-Arabia, Darul Uloom Rehmania. **2003**
- **Islamic Fiscal & Jurisprudence** (Takhasus-Fil-Fiqh) from Jamia Darul-Ul-Uloom, Anwar-Ul-Quran Karachi. **2014**

Certifications:

- **How HR can Contribute to Business Objectives** from Department of Public Administration, University of Karachi, Karachi in 2018
- **First Aid, CPR and AED** from Rapid Safety Pvt Ltd, Karachi in 2018
- **Communication Skills for office managers** from Educational Research Development Center, Karachi in 2018
- **C.I.T** from Info Channel, Karachi in 2015

Technological literacy : SAP Business One, Time Trax, MS Word, MS Excel, MS PowerPoint , Prezi Presentation ,Canva Presentation.

Skills: Teamwork, Leadership, Negotiation and conflict management, Time Management, Stress Management.