

JAHANZAIB MEHTAB

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OBJECTIVE

To make a career in HRM through continuous learning and by utilizing my knowledge, skills and abilities for the development of organization.

ACADEMIC CREDENTIALS

- **MBA (HRM)**
National University Of Modern Languages Islamabad. (2017)
- **Bachelors in Arts**
University of Sargodha. (2012)
- **F.Sc (Pre Engineering)**
Kallar Kahar Science College Kallar Kahar, Chakwal. (2009)

CONFERENCES & SEMINARS

- Global Challenges and trends in HRM.
- International Conference on C-PEC.
- International Conference on Changing Business Trends in Current Market.

MAJOR SUBJECTS

Job Appraisal and Performance management	Organization Development
Compensation Structure Development	Career Management Planning
Learning Organizations	Conflict and Negotiations Management
Recruitment and Selection	Training and Development

PROFESSIONAL EXPERIENCE

- **Department Coordinator, (Jr. Officer-I) in Bestway Cement Limited, Kallar Kahar, Chakwal.**
(Mar 2017 till date)
 - Responsible for internal /external correspondence.
 - To prepare Meeting Agenda / Minutes of Meeting.
 - To assist the HOD in departmental appraisals process.
 - Planning the transport requirement/adjustments of the departmental staff.
 - Maintaining the departmental necessities and consumables.
 - Provision of different departmental reports to HOD.
 - Submission of different reports to HR on as and when required basis.
 - Providing assistance regarding departmental trainings.
 - Guidance to staff about medical, leave policies etc. and processing of their claims.
 - Guidance to the staff & coordination with various departments to solve administrative issues.

- **‘Supervisor’ in AIOU, Islamabad.** (June 2015 – Dec 2016)
- **‘MTO (HR)’ Prime Services, Islamabad.**
(June 2014 – April 2015)
 - Record keeping and managing employee’s documents (personal files).
 - Preparing and managing the attendance and leave records of all the employees as per company’s policy.
 - Assisting seniors in payroll processing.
 - Assists managers in compensation and benefits related matters (group insurance, PESSI, EOBI, Education Cess etc.)
 - Assigning tasks to subordinates and supervising them.
 - Making and communicating the job descriptions of subordinates as directed and suggested by the seniors.
 - Assisting seniors and supervising subordinates in arranging training programs for employs and in other indoor and outdoor activities.
 - All the tasks assigned by management regarding HR & Administration

Lafarge Pakistan Cement (HR Outsource) Project:

- Record keeping of personal files of employees.
- Making contracts of newly hired employees.
- Processing of Employee cards, Insurance cards.
- Compensation and benefits related matters. (EOBI, PESSI, Life and group Insurance, Education Cess, WPPF)
- Payroll processing.
- Final Settlements of leaving employees.

SKILLS

- MS – Office
- Power Point
- ENGLISH, URDU, PUNJABI
- Effectively work in group & team.
- Good Interpersonal & Communication skills.

INTERESTS

Sports, Traveling, Net Browsing, Reading, Music.

**PERSONAL
INFORMATION**

- Father’s Name: Mehtab Hussain
- N.I.C No: 3701-2763772-5