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**HASSAN KHAN**

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Location: Islamabad, Pakistan

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PROFILE

A creative and inventive thinker, who craves a challenge and who is not afraid to work outside his comfort zone. He wants to develop his career in a fast moving environment, and is currently looking for a suitable position with a company that values passion, positivity, integrity and hard work.

EDUCATION

2016: Masters in Business Administration (MBA-HR)

University of Lahore, Lahore Campus, Pakistan (CGPA 3.65)

2014: Bachelors in Business Administration (BBA Honors)

COMSATS Institute of Information, Wah Cantt, Pakistan (CGPA 2.71)

EXPERIENCE

**BESTWAY FOUNDATION (Head Office)** | 8 November 2017- Present| F7, Islamabad

Website: [www.bestway.com.pk](http://www.bestway.com.pk)

**PROGRAM OFFICER (CSR)**

Position reports to Head of Communications. Currently I am employed here and my job description is as follows

* I have been assigned here as a incharge of the Bestway Foundation Social welfare program. The program includes multiple projects in education sector.
* I deal with the administration of Bestway Schools & College Staff.
* Managing need based Scholarship program of Bestway Foundation.
* I deal in hiring of the Bestway foundation Teaching & Support Staff.
* Managing all the HR activities of the Foundation’s employees.
* I deal in Company’s Donation to Special Schools and Medical Institutions.
* Processing monthly company’s Zakat program.
* Leave/Time management of the Foundation’s employees.
* Providing inputs to process salary of Bestway Foundation employees.
* Regularly monitoring and evaluating the program performance.
* Updating employee profiles in HRMS.

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**BESTWAY Cement Limited (Head Office)** | 23 August 2017- 7 November 2017| F7, Islamabad

Website: [www.bestway.com.pk](http://www.bestway.com.pk)

**MANAGEMENT TRAINEE OFFICER (HR)**

Position reported to Deputy Manager HR. My job description was as follows

* Assist HR Manager in filling job applicants, individual employment files and job description.
* Work with HR officer on recruitment including sourcing, screening of applicants, completing reference checks and extending offers.
* Collaborate with management to initiate the local recruitment request process.
* Preparing entry tests for Trainee Engineers.
* Conducting entry test at multiple manufacturing plants of Bestway Cement.
* Providing administrative and clerical support in all HR activities.
* Ensuring transparency and completion of recruitment activities in a timely fashion.
* Personnel file management and achieving of old HR record.
* Managing the Internships programs.

**International Rescue Committee (USAID-funded Pakistan Reading Project)** | 3 July 2017-22August 2017| Diplomatic Enclave, Islamabad

Website: [www.pakreading.org.pk](http://www.pakreading.org.pk)

**HR TRAINEE**

Position reports to the HR Manager. I came back to Pakistan in May 2017 and joined USAID as a tentative HR officer for Pakistan Reading Project and here my stay will be till October. My job roles were as follows:

* Assist Senior HR officer in maintaining the Human Resource Information System
* Maintaining the Personal files (Compliance)
* Updating files on HRIS
* Overlooking the employees time sheets and leave applications
* Managing EOBI database and maintain record in hand and release pension payments.
* Processing & coordinating for medical claims with the insurance companies.
* Assist in processing insurance registration & and medical claim documents.
* Assisting Sr.HR officer in finalizing employees final settlement payments
* Providing administrative and clerical support in all HR activities

**PORTLINE SHIPPING & CARGO LLC** | AUG 2016 – MAY2017 | **1 YEAR** | DUBAI, UAE

Website: [www.portlinedxb.com](http://www.portlinedxb.com)

**OPERATIONS EXECUTIVE**

I worked with this company for almost a year and had been a part of many cargo projects for various companies and was also involved into administrative roles. My job roles were as follows

* Arranging transportation from Jebel Ali port to customers warehouses for 20&40 feet containers
* Answering the customers queries regarding their shipment status
* Calling international agents mainly from European sectors & china
* Continuous emailing & communication with the local shipping lines
* Getting best rates from the shipping lines
* Communication with the local transporters for the cargo status
* Communication with the Dubai Customs
* Making daily reports regarding the ongoing shipments.

**GAIA Events** | March 2016 – May 2016| **3 Months** | JLT, DUBAI

**PROJECT COORDINATOR**

Worked as a Project Coordinator for British Tobacco, JPGL promotion project. My job description was as follows

* Coordinating with the Brand promoters regarding field visits.
* Updating daily promotion reports.
* Updating senior management with the daily time sheets of Promoters
* Updating promoters with the field schedule
* Monitoring & Evaluation of promoters

**MAVERICK PRODUCTIONS**| March 2014 – May 2015| **1 year**| Islamabad

**PROJECT COORDINATOR**

Worked here for 1 year as a Project Manager. Organized multiple events and also performed administrative roles.

* Organizing Sports festivals in Comsats Institute
* Organizing seminars on health issues
* Organizing Cultural events
* Organized a mega musical concert of famous singer Farhan saeed in POF Hotel wah cantt
* Organized fashion show with Strangi in POF Guest House.

**ICI PAKISTAN**| Sept 2014

**Internship**

I worked here for almost 2 months and got the orientation with fundamental accounting & financial management.

Here I came to know about the professional working environment and also got orientation with SAP.

**SKILLS**

* Good administrative HR skills
* MS Word, outlook, Excel
* Freight forwarding// Shipping & Marine
* Administrative roles
* English Proficiency // **IELTS** band score 6.5 (December 2015)
* Adobe
* Trouble shooting computer problems
* SAP orientation

**PERSONAL**

DATE OF BIRTH July17, 1990

MARITAL STATUS SINGLE

RELIGION ISLAM

NATIONALITY PAKISTAN

**WORKSHOP**

* Completed MS Excel Workshop of intermediate level at USAID AUG 2017
* Attended Workshop on Human Resource Information System (Sidat Hyder)

**References shall be available on demand**