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[http://t3.gstatic.com/images?q=tbn:ANd9GcRGZ7GWjg90x6IAFdF9idxuvQnkVAdU7ehtq40J-2sDQgMSH-FgCQ](http://www.google.com.pk/imgres?imgurl=http://www.siteforless.com/photos/Signs-telephone_sign.gif&imgrefurl=http://kronerqftychonn.blogspot.com/2010/05/telephone-sign.html&h=318&w=320&sz=13&tbnid=FrpjaNboHGK-WM:&tbnh=92&tbnw=93&prev=/search?q=Telephone+Sign&tbm=isch&tbo=u&zoom=1&q=Telephone+Sign&usg=__WdlVACW7ObHkmjYwP30GzTFlJE8=&docid=LTeAJ5LQ5_bZNM&hl=en&sa=X&ei=lf9zUKeVBu754QTW4IGgDw&ved=0CCkQ9QEwAw&dur=890)

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H # 6 Streets no 7-A, Shams Colony, Near Khalid Bin Walled Madrasa Gate no 2, Golra Morr Islamabad (Pakistan)

**PROFILE**

**OBJECTIVE**

To prove an asset for the organization in an innovative and dynamic environment by utilization of technical skills with commitment, hard work besides personal and professional growth

**Personal Profile:**

Father’s Name : Ghulam Hussain Sahibzada

Date of Birth : March, 12, 1987

N.I.C No : 16202-5502884-7

Religion : Islam

Marital Status : Married

Nationality : Pakistani

**Qualification**

MBA/MS : MBA/MS in HRM (2014) - 3.60 GPA

International Islamic university Islamabad (Pakistan)

BBA (HONS) : BBA (HONS) in HRM (2012) - 3 GPA

NUML University Islamabad (Pakistan)

**Achievements/ Certificates**

* Silver Medal in MBA/MS
* Green Environment Certificate from NUML University Islamabad
* 01 week Entrepreneurship Certificate from NUML University Islamabad
* 03 month MS Office Certificate from Army College Rawalpindi

**Skills**

**Computer Skills**

* Office Automation Course i.e. MS DOS, MS Office, In page, Windows & Software Installation,
* Typing Speed 35 words per minute

**Research Skills**

* Research in MBA/ MS **( Examining the relationship between Organizational Citizenship Behavior, Job Satisfaction and Perceived Organizational Support: The Mediating role of Psychological Empowerment)**

**Personal Skills**

* Excellent Communication Skills & Interpersonal Skills
* Strong Presentation & negotiation skills.
* Highly motivated, dedicated and committed to learn new things
* Can complete the task well within time.

**Language**

Can Read, Write & Speak Fluently Urdu, English & Pashto

**Training/Internship**

6- Weeks Internship Training MCB, Lalkurti Branch Rawalpindi

**Professional Experience**

* **Worked at** **Mari Petroleum Company** **Limited**, **as a (Human Resource Assistant) From March, 2015 to March, 2017.**
* **Worked at Bestway Cement as a Sales Officer (Sales Analyst) from Feb-18 to July-18)**
* **Working with Mari Petroleum, as a Procuremet Assistant 7 PA to Manager from Jul-18 to Present**

**Key Responsibilities**

* Managed entire life cycle of recruitment like identifying manpower specification, sourcing, selection process, examination and coordination for interviews for all engineering disciplines.
* Plan Human Resource requirements in coordination with various operational heads.
* Prepared Job descriptions for all disciplines.
* Handled employees’ grievances in a fair and equitable manner in accordance with the rules and regulations of the organization.
* Proactively took part in employee related decision making operations like in bestowing disciplinary actions and in approving benefits, among others.

**Interest**

* Research
* Travelling
* Use Internet
* Cricket

**Reference**

Professional Reference will be furnished on demand