



Naveed Ahmad

HR Professional

- Al Satwa, Dubai, United Arab Emirates
- March 01, 1986
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- 0545490981 - 0569796941
- Visit visa: Exp (20 March 2024)
Nationality (Pakistan)

SKILLS

MS Office Expert	Team Management Expert
Employee Motivation Expert	Employee Communicatn Expert

LANGUAGES

English Fluent	Urdu Fluent
Pashto Fluent	Hindh Beginner

CERTIFICATIONS

Intertnl Confe (January 19, 2018) Malaysia Univrsty Research article presented https://www.utm.my/	Intrtrl Confe (September 01, 2017) IIUI Research article presented https://www.iiu.edu.pk/
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PUBLICATIONS

Resear ch (September 01, 2017) Paper IIUI Impact of TL on TCP in presence OC &C https://www.iiu.edu.pk/

I, having multiple job experiences on the different role within the different well-known and reputable organizations in my home country. Mostly of them are related to Management, Finance and Accounting, Supervision, Boarding, Warehouse, and Hospitality. I am very well up at the team management and I know how to lead the employees towards the achieving of organizational objectives. I am quick learner, a great team player, and self-motivated. Now, Seeking a responsible job with an opportunity for professional challenges to enhance the workers' professional skills in a dynamic and stable workplace.

WORK EXPERIENCE

Punjab Superior School & College HR Manager/ Hostel Warden Daily Operation, Boarding, Training and Development, Performance Appraisal, Mess Preparation, & Time Management https://www.superiorcolleges.edu.pk/	(January 10, 2018 - October 01, 2023)	Tandoori Restaurant Café Cashier cum Manager Check Menu, Staff, Finance, Documentation, Store, Deal Subcontractors https://tandoorirestaurants.pk	(January 06, 2020 - February 01, 2022)
EFU Life Assurance Limited Assistant HR Manager Team Building, Business Development, Supervision, Presentation, Solving problems https://www.efulife.com/	(July 01, 2018 - November 01, 2019)	National Logistics Cell Construction Supervisor Manage construction activities, Direct schedules and activities, Analyze progress, Maintain records, and Maintain strong relationships. https://www.nlc.com.pk/	(August 01, 2011 - July 01, 2016)
National Bank of Pakistan Internee (NIP) Accounts opening/closing, Cash section, Foreign exchange, Clearance section, and Bills section https://www.nbp.com.pk/	(May 18, 2009 - July 01, 2010)		

EDUCATION

Kohat University of Science & Technology MS, HRM Performance, Change, Advance Strategic Management, Research & Quantitative Method, & HRM https://www.kust.edu.pk/kust/	(November 01, 2014 - January 16, 2018) A	Kohat University of Science & Technology BS (Hons), Business and IT Finance, Acc, Bus Math, State, Resrch method, Comp, Money & Banking, OB, HTML, C++, Java. https://www.kust.edu.pk/kust/	(May 01, 2005 - June 01, 2010) A
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