



Naveed Ahmad

HR Professional

Al Satwa, Dubai, United Arab Emirates

March 01, 1986

maj.naveed@yahoo.com

0545490981 - 0569796941

Visit visa: Exp (20 March 2024)
Nationality (Pakistan)

SKILLS

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

LANGUAGES

English	Urdu
Fluent	Fluent
Pashto	Hindhi
Fluent	Beginner

CERTIFICATIONS

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

PUBLICATIONS

Resear ch Paper	(September 01, 2017)
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	(January 10, 2018 - October 01, 2023)	Tandoori Restaurant Café	(January 06, 2020 - February 01, 2022)
HR Manager/ Hostel Warden		Cashier cum Manager	
Daily Operation, Boarding, Training and Development, Performance Appraisal, Mess Preparation, & Time Management		Check Menu, Staff, Finance, Documentation, Store, Deal Subcontractors	
https://www.superiorcolleges.edu.pk/		https://tandoorirestaurants.pk/	
EFU Life Assurance Limited	(July 01, 2018 - November 01, 2019)	National Logistics Cell Construction Supervisor	(August 01, 2011 - July 01, 2016)
Assistant HR Manager		Manage construction activities, Direct schedules and activities, Analyze progress, Maintain records, and Maintain strong relationships.	
Team Building, Business Development, Supervision, Presentation, Solving problems		https://www.efulife.com/	https://www.nlc.com.pk/

National Bank of Pakistan	(May 18, 2009 - July 01, 2010)
Internee (NIP)	

Accounts opening/closing, Cash section, Foreign exchange, Clearance section, and Bills section

<https://www.nbp.com.pk/>

EDUCATION

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