



KHURRAM AAMIR

: Profile

Detailed orientated individual experienced in administrative procedures. Oversees day-to-day duties with strong planning and organisation skills to delivers projects in timely manner.

Administrative leader experienced in business operations and team oversight. Seeks opportunities to improve processes, procedures and practices. Excels with minimal supervision and decisively approaches problems.

• Employment History

Customer Service Staff at Al Qaza Café
November 2023 - Ongoing

HR Manager at Diamond paints, Lahore
August 2022 - October 2023

Director operations at Landlord's {Real Estate, Marketing and Developers}, Faisalabad
September 2021- October 2023

Education

Bachelors in business administration with human resource management, University of Agriculture Faisalabad, Pakistan.
October 2018-June 2022

Master in management with project management, BPP University , Manchester
November 2023 - Present

-.. Extra-curricular activities

Coordinator at BMS Society, IBMS, Faisalabad
September 2019 - August 2020

Details

Flat 1, 8 Pine Grove.
M14 5QG, Manchester
United Kingdom
07831070273
khurramsaikhu897@gmail.com

Date/ Place of birth
06/06/2000
Belgium

Nationality
Pakistani

Skills

- Facility management
- Team leadership
- Department management
- Contract management
- Team player
- Client relationships

Languages

English