

WAQAS MAHMOOD

CURRICULUM VITAE



Home Address

House # 8 ,Khawaja Street # 13
Chohan Road Islampura
Lahore, Pakistan

Contact No:

0321 -4004886
0313- 4429208

E-Mail:

waqas_mahmood6@yahoo.com

Personal Details:

Name: WAQAS MAHMOOD
S/o: EJAZ MAHMOOD
DOB: 21-05-1985
N.I.C: 35202-3676529-1
Religion: Muslim
Nationality: Pakistani
Domicile: Punjab , Lahore

OBJECTIVE :

To join progressive company who offers golden opportunities for career growth and where I can establish my qualities. All in all my objectives are to serve with honesty and dignity and during the course of job gain good reputation and become an integral part of faculty.

PROFESSIONAL EXPERIENCE :

HUD & PHED - PSPC (Govt. of the Punjab)

HR COORDINATOR

March 2015 - Sep 2019

Forest Department Govt. of the Punjab

ADMIN ASSISTANT

AUG 2012 - JUNE 2014

G.M Traders (F.M.C.G)

COMPUTER OPERATOR

JAN 2011 – JUNE 2012

Comfort Knitwear (Pvt) Ltd.

ADMIN ASSISTANT

MAY 2009 – SEP 2010

ACADEMIC QUALIFICATION :

- | | |
|--|-------------|
| ☞ M.Com | 2006 - 2009 |
| University of Central Punjab, Lahore. | |
| ☞ B.Com (I.T) | 2003 - 2005 |
| Punjab College of Commerce, Lahore. | |
| ☞ ICS | 2001 - 2003 |
| Punjab college of Information Technology, Lahore. | |
| ☞ Matriculation (Science) | 2000 - 2001 |
| Govt. Central Model High School # 2 Rettigan Road Lahore | |

Short Diploma :

Digital Media Marketing Course , On-Page, Off-Page, Back Links
Facebook Adds Campaign, etc.

STRENGTH :

- Extrovert
- Talkative
- Learning Attitude
- Leadership Quality
- Creative
- Ability to handle in the pressure
- Ability to work as team member and as well as individually

JOB RESPONSIBILITIES :

- Conduct **recruitment tests** with **NTS PTS OTS** after **post advertisement** in newspapers.
- Review applications and assessments for completeness of candidates regarding **job criteria**.
- **Conduct interviews** and coordinate with candidates via phones and Emails.
- Fulfill the **joining formalities** of employees (Joining Forms , verify Educational and Experience certificates etc)
- **Strong communication** with employees and vendors.
- Maintain the record of **Employees personal files** and data in computerized form.
- **Biometric Attendance Management system** via attendance software in Punjab.
- Maintain leave record of employees in **computerized software**.
- Prepare Employee's **Payroll working days and overtime** Days.
- **Renew and approval** of the contract letters of employees.
- Daily use of **Internet** and **E-Mail**-records as well as maintain office files and documentations.
- **Coordinate** and **Assist** with different departments regarding different task.
- **Assist** in resolving any administrative issues regarding employees.
- Provide professional **administrative support** to **HR department** and computerized maintain the employees information file.
- Responsible of **arrangements** of stationary, office maintenance, managing company mobile phones and other utility bills.
- Provide general **administrative** support including mailing, scanning, browsing, printing.
- Coordinate with **health and life insurance** companies for the **benefits of employees**.
- Verify the **calculation of medical bills** of employees and **coordinate with finance department**.
- Day by day **HR Manual** modify for the current need with the approval of BoD.
- **Computerized Sales record** prepared on monthly basis.
- **Customer services provide** over the phone and on e-mails to public as well as with internal departments regarding their inquiries.
- **Trouble shooting** problems solving in computer.

Research Work and Projects:

- ☞ **Research Theses** on Latest technology, **Future of MOBILE COMMERCE** in Pakistan.
- ☞ **Participation as Member** **MARKETING FAIR**
- ☞ **Volunteer Work** **Quaid-e-Azam Library**

Skills:

- | | | |
|-------------|------------------------------------|-------------|
| - MS Office | - Digital Media Marketing Campaign | - Ms. Word |
| - MS. Excel | - Ms. Power Point | - Inpage Xp |
| | | - Internet |

Hobbies: Cricket , Badminton .

Reference: Will be provided on demand.