**Muhammad Raheel Zafar**

Education: **Master in Human Resource**

Current Position: **Admin Executive**

Total Work Experience: **5 Years**

Current Location: **Lahore, Pakistan**

Mobile: **+ 92-322-4111110**

Email Id: [Raheel2kplus@hotmail.com](mailto:Raheel2kplus@hotmail.com)

Skype Id: **RahyalZafar**

**CAREER SUMMARY**

* Experienced incumbent having 05 years’ experience in field of Administration, HR& Procurement
* Currently working in Education Sector as Admin Executive
* MBA (Professional) qualified specialization in Human Resource from Punjab University in 2015
* Proficient in the use of ERP, MS Word, MS Excel and MS PowerPoint
* Excellent communication skills, both verbal and written
* Having strong command on English language (Reading, Writing, listening)
* Experience in leading a team of 200-300 persons

**PROFESSIONAL EXPERIENCE**

* **Company Name:** Lacas School Network

**Designation:** Admin Executive

**Duration:** Dec 2017 Till Present

**Responsibilities:**

* Oversee & supervise the general housekeeping & administration at head office
* Manage day to day companywide administrative operations in areas such as transportation, logistics, facilities management, repair and maintenance
* Processing of Stationary, Fuel, Diesel and other demands
* Organizes and facilitates meetings, conferences, and other special events
* Booking of hotels, Air tickets as per company’s events requirements
* Taking into account sustainability, risk management and ethical issues before making a decision
* Contract management monitoring
* Driving a consistent approach towards all, sourcing, purchasing and tendering activity
* Ensuring that suppliers carry out their promises in accordance with their contractual obligations
* Reading and understanding procurement contracts and legal documentation
* Developing procurement procedures and systems of control
* Settling invoice and contract disputes
* Handling change order requests
* Organizing and chairing procurement team meetings
* Identifying the key procurement priorities
* Monitoring purchasing processes
* Administering bidding processes
* Keeping in regular contact with procurement agents, buyers and purchasing agents
* Ensuring that everything in the procurement department runs smoothly
* Working closely with the delivery teams
* **Company Name:** Elmetec Private (Limited)

**Designation:** HR Officer

**Duration:** October 2014 to Dec 2017

**Responsibilities:**

* Respond to internal and external HR related inquiries or request and provide assistance
* Redirect HR related calls or distribute correspondence to the appropriate person
* Liaise with other department or functions (payroll, benefits)
* Assist supervisor in performance management procedures
* Coordinate training sessions and seminars
* Perform orientations, on boarding and update records with new hires
* Support other functions as assigned

**Projects and Achievements:**

* Successfully Recruitment of 300+ Professionals i.e. HR, IT, Procurement, Marketing, Supply Chain Professionals and Store Officers through the period
* Conduct trainings session with All department to educate them
* Conduct training session about HRIS and implement it
* Successfully introduced **Bio-Matrix Attendance**



* **Company Name:** Zong Telecom

**Designation:** Internee Human Resource

**Duration:** February 2014 to May 2014

**Responsibilities:**

* Coordination of new hire orientations
* Record all resume and personal documents in HR electronic files
* Conduct and schedule phone screens/ interviews
* Create interview appointments
* Create job advertisements
* **Company Name:** HaseenHabib Corporation

**Designation:** Internee HR Department

**Duration:** May 2013 to July 2013

**Responsibilities:**

* Maintain employee record
* Short listing initial poll of candidates for interview
* Preparation of interview schedule
* Scanning and E mailing HR documents
* Training coordination
* Providing assistance in satisfaction survey of line manger
* Any task assign by HR manger

**ACADEMIC QUALIFICATION**

**Master**  **Master in Human Resource**

Punjab University, Pakistan (2012-2015)

**Graduation:** **Bachelor in Arts (B.A)**

Punjab University, Pakistan (2009-2011)

**Intermediate:** **Intermediate in Commerce (I.com)**

BISE Lahore, Pakistan (2007-2009)

**Matriculation:** **Science**

BISE Lahore, Pakistan (2005-2007)

**PERSONAL INFORMATION**

Father Name : Zafar Iqbal

Date of Birth: Oct 04, 1990

Religion: Islam

Marital Status: Single

Nationality: Pakistani