

ATAZAZ UL HASSAN

Add professional Picture here

Assistant



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Bahawalpur, Punjab, Pakistan

About Me

Versatile professional with a strong background in ERP-SAP, HCM, and financial entries. Proven track record in administrative roles, excelling in decision-making, confidential record-keeping, and public relations. A collaborative team player with a keen eye for detail, dedicated to contributing expertise to organizational success. Eager to leverage skills and experience for continued achievement in future roles.

Technical Skills

- ❖ ERP-SAP
- ❖ HCM (Human Capital Management)
- ❖ Financial Entries and Bookkeeping
- ❖ PITCB Web Data Management
- ❖ Consumer Complaint Handling
- ❖ MDI Procedure
- ❖ Confidential Record Keeping

Personal Expertise

- ❖ Decision-Making
- ❖ Strong administrative skills
- ❖ Team Collaboration
- ❖ Public Relations
- ❖ Problem Solving
- ❖ Confidentiality Management
- ❖ Record Keeping

Personal Information

Father Name: Peeran Ditta
Nationality: Pakistani
Age: 31
Marital Status: Married

Languages

English (Read, Write & speak)
Urdu (Read, Write & speak)

EXPERIENCE

ASSISTANT | NOVEMBER 2020 – TILL DATE

DEPARTMENT: MAIN OFFICE DIVISION

COMPANY: MAIN DIVISION, MEPCO | MULTAN ELECTRIC POWER COMPANY

ROLES AND RESPONSIBILITY

- ❖ Handling all Procedures Regarding ERP-SAP
- ❖ Handling and Management of all kind of HCM related matters.
- ❖ Management of Employees Monthly Payroll Summary
- ❖ Management of office staff bio-data and attendance.
- ❖ Organization and data entries regarding financial data
- ❖ Managing and maintaining office logs and records.

SENIOR CLERK | JAN 2019 – OCTOBER 2020

DEPARTMENT: MAIN OFFICE DIVISION

COMPANY: MAIN DIVISION, MEPCO | MULTAN ELECTRIC POWER COMPANY

ROLES AND RESPONSIBILITY

- ❖ Dealing with Pension related queries
- ❖ Management and handling administrative tasks
- ❖ Handling confidential matter regarding staff and official personals
- ❖ HR staff related decision Making
- ❖ Keeping tracks of staff employment record and personals files.
- ❖ Taking care of disciplinary cases

SENIOR CLERK | NOVEMBER 2016 – DECEMBER 2018

DEPARTMENT: FIELD OFFICE SUB-DIVISION

COMPANY: SUB DIVISION, MEPCO | MULTAN ELECTRIC POWER COMPANY

ROLES AND RESPONSIBILITY

- ❖ Filling PITCB Web data
- ❖ ENC(New connections, Oblige for Energy distributions)
- ❖ MDI Procedure (Single Phase /3phase etc)
- ❖ Consumer Complaints(RCC, FCC, MCC, NEPRA Complaints)
- ❖ Public Relations

SENIOR CLERK (HANDLING MANAGEMENT ISSUES) | MARCH 2016 – OCTOBER 2016

DEPARTMENT: CONFIDENTIAL SECTION

COMPANY: HEADQUARTER MULTAN, MEPCO | MULTAN ELECTRIC POWER COMPANY

ROLES AND RESPONSIBILITY

- ❖ Record Keeping (Confidential Records of Employees, Filing of the records, Dealing Departmental enquiries, Disciplinary Actions, Dealing Complaints.
- ❖ Decision making of employees regarding service matters
- ❖ Management level decisions

EDUCATION

MS Finance and Investment

- ❖ 2022 – IN-PROGRESS
- ❖ ISLAMIA UNIVERSITY OF BAHAWALPUR, PAKISTAN

Bachelor of Business Administration. B.B.A(Hons.)

- ❖ 2011 – 2015
- ❖ ISLAMIA UNIVERSITY OF BAHAWALPUR, PAKISTAN



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