



# M. Bilal Tariq

I am a business administration graduate with a specialization in human resource management, currently serving as a human resource officer at Air University Islamabad. My aim is to progress in my career while enhancing my interpersonal and professional capabilities with in the field, I am an interactive individual with a goal-oriented approach, dedicated to achieving desired outcomes through systematic management and effective collaboration with my team members.

## CONTACT



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CB-340 near gohsia mosque lazhar colony wahcantt

## SKILLS

MS Office



Human Resource Management



Leadership and conflict Management



Communication



Creative Thinking



Time Management



Adaptability



## LANGUAGES

ENGLISH ■■■■■

Urdu ■■■■■

Hindi ■■■■■

## HOBBIES



## EDUCATION

**Bachelors in Business Administration**

**2018-2021**

COMSATS University Islamabad, Wah Campus

Major Courses: Compensation Management, International Human Resource Management, Leadership and Team Management, Employee Relation Management, Project Management, Strategic HRM.

**Intermediate (Pre-Engineering)**

**2015-2017**

The Scholars Science College, Wah Cantt

**Primary Education (Science)**

**2012-2014**

POF Model High School, Wah Cantt

## EXPERIENCE

**Air University Islamabad**

**2022-present**

Human Resource Officer

**Major Tasks:** Recruitment & Selection, AU-Medical Insurance, Voluntary Pension Scheme, CP Fund & Biometric In-charge

**Internship**

**2021**

Bank Alfalah Wah Cantt

## Certifications

DIGITEC

**2014**

MS-Office, OS, Internet, Hardware Techniques, English Language

Air University Islamabad

Advance Excel

**2023**

## References:

Will be provided on request