

MUHAMMAD WASEEM KHAN

**Address:**

Kamalabad, Rawalpindi Cantt

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CAREER OBJECTIVE:

An organized individual, having Nine years of experience in **HR / Administration / Customer Care / Sales and Marketing** at the Managerial level in the **Real Estate And Construction Industry, Medical, NGO, and IT Sectors**. A "highly efficient, professional and cooperative, "worked in a fast-paced working environment both independently and as a part of a team.

EDUCATION:

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| <ul style="list-style-type: none">• EMBA (Project Management)
Preston University (2016) | <ul style="list-style-type: none">• B. Com IT (Commerce) | <ul style="list-style-type: none">• I. Com (Commerce)
FBISE (2008) |
| | | Punjab University Lahore (2010) |

CERTIFICATION & SHORT COURSES:

- Digital And Social Media Marketing (Digiskills)
- E-Commerce Management (Digiskills)
- Video Editing, Animations And V-Logging (Digiskills)
- Virtual Assistant (Digiskills)
- Microsoft IT Professional (TEVTA Punjab)
- One-week training in customer services from PTCL
- Attend one-day training on Business Ethics and code of conduct in real estate

Achievements And Awards

Got the Best Human Resource Manager Award in 2022 from all Pakistan branches of Deal And Deals (Pvt) Ltd.

Represent the company in various job fairs for talent hunt in top-notch universities and educational institutes of Islamabad / Rawalpindi.

EXPERTISE:

- | | |
|--|--|
| <ul style="list-style-type: none">• HR Management• Administration• Customer Service & Experience• Customer Satisfaction• People Management | <ul style="list-style-type: none">• Systems & Process• Project Management• Training & Development• Vendor Management• Workforce Management |
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EXPERIENCE:

Employee Professional Services | Human Resource Employee Service Executive (August – 2023 to present)



Company Description:

PEOPLE delivers business, strategic, and human capital solutions, which give a new life to your business and take your organization to a new growth trajectory

- Manage staff queries of **Cybernet North region**
- Coordination with the people team and **Cybernet North team**
- Support in **hiring candidates**
- Completion of **recruitment kits**
- Completion of **onboarding formalities**
- Coordinate & and inform the selected candidates about the required documentation and facilitate them in filling out the recruitment packs. **Compile daily attendance, maintain leave**
- Handling **day-to-day operations** of HR services
- Preparing **accurate documentation** for all HR processes
- Adherence to **policies and procedures**

Deal And Deals (Pvt) Ltd | Manager Human Resource (Sep-2021 to July - 2023)



Company Description:

Deal & Deals is a real estate agency that offers a wide range of commercial and residential plots from top-notch real estate projects in Pakistan

Responsibilities.

- Handle **recruitment and selection** cycle.
- Maintain and update the resume data bank. Conduct **initial interviews**.
- Oversee **daily operations** of the HR department.
- Trace the **daily attendance** of all employees and share with the concerned person.
- Conduct the onboarding process as per company code of conduct.
- Processing of probation expiry forms and confirmation letters.
- Develop fair **HR policies** and ensure employees understand and comply with Policies.
- Prepare **monthly payroll** as per company policies
- Make offers to the selected candidates and handle the documentation process as per SOPs.



❖ Khurram Property Zone (Pvt) Ltd | Manager Human Resource And Administration (Dec-2019 to Oct 2021)

Company Description:

Khurram Property Zone & Builders has been offering top-of-the-line properties in the dynamic of Bahria Town Rawalpindi.

Responsibilities.

- Staff Recruitment and exit procedure (Technical And Non-Technical)
- Employees bank accounts
- Digital Record Keeping
- Payroll management (SAP B1)
- Training And Development
- Staff medical and insurance

❖ **Metal Tech Nail Factory | Manager Human Resource**
(July-2019 to Oct-2019)

Company Description:

A manufacturing company of Nuts, Bolts, and imported hardware items.

Responsibilities.

- Add posting for hiring, conducting telephonic interviews, and scheduling interviews.
- Involvement in recruitment and selection of junior and senior-level positions.
- Looking after and finalizing employees' payroll.
- Looking at overall management of 7 - 8 departments.
- Producing job descriptions and contracts of employment.
- Developing and implementing Human Resource Policies and Procedures in conformity with philosophy, and legislative and regulatory compliance.
- Ensure punctuality by every employee working for the organization.
- Involvement in all strategic decisions to be taken by the top management.



❖ **Diya Pakistan | Program Assistant And Customer Support**
(Aug-2016 to March- 2019)

Company Description:

A non-governmental organization (NGO) providing scholarships to needy and talented students all over Pakistan from primary to master level.

Responsibilities.

Administration

- Assist the Manager in the implementation of the DIYA Education program
- Be responsible for the smooth functioning of School And Technical Level stipends programmers.
- Supervise the process of intimating parents/guardians of school-level beneficiaries.
- Supervise the maintenance of beneficiary records, including electronic copies where applicable.
- Prepare annual feedback reports and assist the Manager in preparation of quarterly progress updates.
- Where required, travel to the beneficiary institutes to ensure disbursement to the end beneficiary.
- Dispatch all cheques to beneficiary institutes/individuals and update UMS / carrier records
- Follow-up with HOIs for timely submission of acknowledgment receipts, disbursement certificates, and acquaintance rolls.
- Collect updated information/feedback from DIYA's graduates and ensure their induction into our Alumni.
- Follow sops for individual school-level applications.
- Survey local suppliers for procurement of goods & and services.

Communication

- Provide efficient support to Diya's existing and prospective beneficiaries via email, telephone, postal mail, and web-based helpdesk.
- Draft letters going out to various stakeholders
- Draft and log all outgoing emails with respect to various stakeholders of Diya's programs.
- Take necessary action upon receipt of undelivered mail.

❖ **Excel Labs (Pvt) Ltd | Assistant Human Resource**
(Feb-2013 to April-2014)

Company Descriptions:

Excel Lab is Pakistan's most trusted state-of-the-art healthcare diagnostics organization.

Responsibilities.

- Maintain attendance sheet of staff from electronic bio matrix system.
- Maintain attendance of manager/point's staff and FWD to CEO.
- Filling of HR Documents.
- Orientation of new employees with staff and issuance of employee cards.
- Manage monthly staff birth celebration party.
- Update employee files by maintaining leave records / relevant documents.
- Issuance of letters and memos to relevant staff
- Assist senior HR manager in the processing of monthly salary

PERSONAL DETAIL:

• Father Name:	Muhammad Kaleem Khan
• Religion:	Islam
• CNIC	42201-7071816-1
• Driving License#	221512
• Domicile	Rawalpindi
• Marital Status	Married
• Date of Birth	17-Feb-1989
• Language	Urdu, English (Read/ Speak)

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<https://www.rozee.pk/people/1120035/muhammad.waseem.waseem.khan>

OTHER & PROFESSIONAL SKILLS:

- Business Presentations
- Business Ethics
- Business Writing
- Presentation and communication skills
- Punctuality
- Ms word
- MS Excel

REFERENCES:

References would be furnished upon desire.