

Naveed Ahmad (Nationality- Pakistani)

Present Address: Al Satwa Dubai.  
WhatsApp No: 054-5490981 / 056-9796941  
Email ID: maj.naveed@yahoo.com  
Language: English, Urdu, Pashto, Punjabi, Hindko.  
Visit Visa (21 January to 20 March 2024)

- Proceeding Articles:
- 1. Investigating the direct effect of Transformational Leadership on Organizational Culture: “a case of Petroleum Industry of Pakistan”.
  - 2. Examining the impact of Transformational Leadership on Tacit Knowledge Management.



**Job Summary** I, having multiple job experiences on different role within the different organizations. Mostly of them are related to Management, Finance and Accounting, Supervision, Boarding, and Hospitality. I am very well up at the team management and I know how to lead the employees towards the achieving of organizational objectives. I am quick learner, a great team player, and self-motivated. Now, Seeking a responsible job with an opportunity for professional challenges to enhance the workers’ professional skills in a dynamic and stable workplace in view of building a long-term smooth relationship in an environment with opportunities for organizational growth.

**Skills** 1. Presentation skills 2. Investigation skills 3.Problem solving skills 4.Decision making skills 5.Computer skills.

Education	Kohat University of Science & Technology 2014 –2018 Master of Sciences (HRM) 79% Marks	BASE College 2003 – 2005 Computer Science 77% Marks
	Kohat University of Science & Technology 2005 - 2010 Bachelor of Business Administration (IT) 66% Marks	Govt High School Sabirabad 2001 – 2003 Science 78% Marks

Experience

HR Manager/ Hostel Warden

January 2018- October 2023

(Role & Responsibilities) had to:

Design and implement employee maintenance strategies, Provide support and guidance to HR staff, Maintain HR systems and processes, Analyze trends in compensation and benefits, Conduct performance and salary reviews, Ensure the organization’s compliance with local, state and federal regulations, Investigate employee issues and conflicts and brings them to resolution, Develop training materials and performance management programs to help ensure employees understand their job responsibilities, Arrange students’ study tours, Manage the staffing process, including recruiting, interviewing, and selection hiring, Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law, and Oversees employee disciplinary meetings, terminations, and investigations.

Hostel Warden

Maintain strict discipline among students in hostel, Prepare Mess Manu, Make sure physical activities, Prepare time table for night study and sports, Maintain supplies & maintenance of hostel, Allot rooms to students, look into the complaints of the students, provide first-aid in case of an emergency & make arrangement for hospitalization of student and staff, Make sure safety of students and staff in hostel, Check food quality, Prepare Day schedule for meal, Provide items for kitchen, Place staff on duties, Check Uniforms/ clothes washing quality, Arrange Barber for hair cutting, Do fee collections, Deal all accounts matters, and develop code of conduct.

Cashier cum Manager

March 2020- February 2022

(Role & Responsibilities) had to:

Check menu taste, Make sure staffs attendance, Check uniforms/cleanness properly, Solve staffs’ problems as well clash, Check demand of Kitchen and Bar, Issue according to quantity in demand, Make stock entries in computer properly, Issue items by stock for Kitchen and Bar, Create slips for producers and take sign, Check Net accessibility for cashier, Create sales pdf file and share in WhatsApp, Take scan and print, Prepare salaries slip, Handover salaries cash to employees with sign, Arrange accommodation for staffs, and purchase products for café sometimes.

Assistant HR Manager

July 2018 – November 2019

(Role & Responsibilities) had to do:

Recruitment & Development, Team Appraisal, Business Development, Team Supervision, Meeting Presentation, Group Members’ Problems Solving, Skills Development, Following Road Map, & Promoting Business.

Construction Supervisor

August 2011 – July 2016

(Role & Responsibilities) had to do:

Oversee, manage, and coordinate construction activities to ensure quality, accuracy, and on-time completion in compliance with plans and specifications. Coordinate and direct subcontractor schedules and activities. Perform field inspections, analyze progress, and report findings. Oversee subcontractor compliance with company safety policies, procedures, and programs. Maintain accurate records, including daily fuels, for all project activities. Maintain strong relationships with the project team, subcontractors, and vendors.

Performance Analyzer / Survey

2016 – 2017

(Role & Responsibilities) had to do:

Develop questionnaire, distribute questionnaires, meet individually, solve employees’ questions, instruct for questionnaire filling, collect questionnaire personally, use statistical package for social sciences in result getting, utilize clear questionnaires, use different methodologies, performance assessment, analysis of performance, and future suggestion for employees.

Internee (NIP)

2009 – 2010

(Role & Responsibilities) had to do:

Accounts Opening Form, Remittance & Bills Section, Foreign Exchange, Advance Section, Establishment Section, Clearing Section, Cash Section, and Government Section

at Punjab Superior College,

Wah Cantt, Pakistan

at Tandoori Restaurant Café,

Wah Cantt, Pakistan

at EFU Life Assurance Limited,

Taxila, Pakistan

at National Logistics Cell,

Kohat, Pakistan

at Oil & Gas Company Nashpa Plant,

Karak, Pakistan

at National Bank of Pakistan,

Kohat, Pakistan

Project

Managing Director  
December 2022- August 2023  
Tile: National Education and Skills Development Scholarship Program-2023

at Askari Education Consortium,  
Wah Cantt, Pakistan

International  
Conferences'  
Presentation

International Islamic University  
Islamabad  
Pakistan  
Superior University  
Lahore  
Pakistan  
MS Office  
References

Universiti of Teknologi Malaysia  
Johor Bahru  
Malaysia

Excel, Word, PowerPoint, Access, Paint, SPSS  
References are available on request.