

TAHIR MEHMOOD

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OBJECTIVE

Eagerly looking forward to join a well esteemed firm wherein I shall be able to effectively utilize my exceptional communication, interpersonal skills & problem-solving abilities within the field of HRM, Administration and Accounting to achieve organizational goals & objectives efficiently.

EXPERIENCE

Al-Sadat Marketing, Islamabad

Manager Accounts & HR | June 2020-July 2023

- Engaged in product training, demonstrations, consumer awareness, branding, and acquisition initiatives to raise awareness and revenues.
- Demonstrated products to show potential customers benefits and advantages and encourage purchases.
- Achieved sales goals and service targets by cultivating and securing new customer relationships.

CB Girls Public School & College, Nawababad, Wah Cantt

Admin Officer | June 2018-June 2020

- Overall provision of administrative support to the school with the help of allied staff
- Overall managing the school repair and maintenance
- Arrangements of school parties and functions
- Implementation of learning and other programs, under the principal, including library, physical education, sport and recreation activities
- Maintaining work areas in a clean and tidy state.

FAS tube Mills & Engineering Industries Pvt Ltd, Lahore

Manager Training | Nov 2013-July 2017

- Design and develop comprehensive programs for training, including corporate topics, HR training, and compliance training
- Develop and prepare educational/training aids and materials, as needed
- Organize and conduct train-the-trainer sessions for in-house experts/trainers
- Oversee and maintain in-house training facilities and necessary training equipment

Xyper Technologies, Islamabad

Admin Manager | Nov 2008-Oct 2013

- Supervising the day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees and taking corrective action when necessary.
- Developing, reviewing, and improving administrative systems, policies, and procedures.
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.

Oil & Gas Development Company Ltd, Islamabad

Internee Accounts | July 2008-Aug 2008

- 6 Weeks Internship in Accounts and Finance Department

EDUCATION

Masters of Business Administration, Human resource Management
Preston University, Kohat | 2012-2015

Bachelors of Commerce, Commerce
University Of Punjab, Lahore| 2006-2008

FSc, Pre-Engineering
FBISE, Islamabad | 2003-2006

Matric, Science
FBISE, Islamabad | 2001-2003

SKILLS

- Office Automation Course (Office, Excel, PowerPoint)
 - Google Sheets
 - Accounting Software (Oracle, QuickBooks)
 - Communication Skills
 - Training Skills
 - Customer Satisfaction Skills
 - Inventory & Vendor Management
 - Office Management Skills
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AWARDS AND ACKNOWLEDGEMENTS

- Certificate of attending finance seminar in NUML, Islamabad
- Certificate for organizing Entrepreneurial week in NUML, Islamabad
- Certificate for attending training seminar at jubileeLife Insurance, Rawalpindi