

MUHAMMED HAMID SAEEDI

OBJECTIVE

To pursue my career that allows me to use my skills to assist in advancing a business that offers a stable employment opportunity. I am also eager to learn new skills of business and technological advancements.

WORK EXPERIENCE

AZIZ HOSPITAL | ASSISTANT MANAGEMENT (HR-ADMIN)

May.2019 – Present

- Payroll (Excel), Attendance Management System, Administration
- Accounts, Petty Cash, Bookkeeping

AZIZ HOSPITAL | ACADEMIC COORDINATOR

- Admissions
- Course Instructor (CIT Basic Course)

CASA CONSTRUCTION | ADMIN OFFICER

- Project Documentation, Accounts Handling
- Project Execution

SEHAR BRIGHT COACHING CENTRE | COORDINATOR

May. 2018 - Apr. 2019

- Administration, Management Coordination, Documentation
- Fees Collection, Scheduling for Exams.

DENIZEN FROM LEVI'S | SALES ASSOCIATE

Apr. 2017 - Dec. 2017

EDUCATION

BACHELOR'S OF BUSINESS ADMINISTRATION (HR)

Federal Urdu University (Abdul Haq Campus) 2016 - 2019

INTERMEDIATE (Pre-Medical)

New Fazaia Degree College, Faisal Karachi 2013 - 2015

MATRICULATION (Science)

Ahmed Pur Public School, BWP Board 2006 - 2013

SHORT COURSES

CIT COURSE 2013

Deranawab College 2013

OFFICE AUTOMATION

MAJU 2017

DIGITAL MARKETING

Digiskills 2018

E-COMMERCE (In Progress)

Digiskills 2020

REFERENCE

TO BE FURNISHED UPON REQUEST.

CONTACT INFORMATION

- Father: Fida Hussain Saeedi
- DOB : 11- Sep- 1995
- NIC: 42101-7369381-9
- Nationality: Pakistani

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SOFTWARE:

- ✓ MS Office
(Excel (PivotTable, Vlookup), Word, PPT)
- ✓ Attendance Management
- ✓ Hospital Management
- ✓ School Management System

SKILLS

- ✓ Administration
- ✓ Management
- ✓ Interpersonal Skills
- ✓ Time Management
- ✓ Communication Skills
- ✓ Team Management
- ✓ Computer Networking (Basic)
- ✓ Recruiting

CURRICULAR ACTIVITIES

- ✓ Help Pakistan Counsellor Training
- ✓ Volunteer at HP
- ✓ Community Member at Youth Parliament

LANGUAGES

- ✓ English
- ✓ Urdu