

MUHAMMAD WAQAS



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OBJECTIVES

My career objective is to work in a leading company, overcome any challenges that my job provides me, mature as an individual as well as with a team in the process and turn help the company grow.

EXPERIENCES

Aqsa Weaving Factory

Sr. HR Officer

Nov-2020 to Till Now.

To check the employee's attendance systematically and manually. Also managed the leaves of the employees. Posting the leaves in the HR software. Also, assist the HR manager in the whole recruitment procedure from short-listed to the hiring process. Also, assist them in T&D. Assist in the event management. To maintain the HR Store inventory. Also, assist the HR manager in the payroll process.

Rang Rasyia (Pvt) Limited

HR Officer

Feb-2018 To Aug-2020

To maintain the employee's data and keep it safe. To deposit the salaries and bonuses in the Bank. To check the overtime of the employees. To check the Time-IN/OUT daily of all the employees. Also, manage the employee's record and keep it safe and secure.

Hilal Textile Corporation

HR Assistant

Dec-2016 To Jan-2018

In this organization, I'm made the lists of new employees and kept the records maintained. I also made lists regarding employees' performance. Assist in the organization's admin activities. Such as checking the gate passes IN/OUT and purchasing as well.

QUALIFICATION

YEAR	Degree/Certificate	University /Board
2018-2020	MBA (HRM)	University of Agriculture, Faisalabad
2014-2018	BBA (HRM)	University of Agriculture, Faisalabad
2012-2014	I.Com	BISE, Faisalabad
2010-2012	Matric	BISE, Faisalabad

SKILLS

- Well command on MS Office
- Good command on Internet Searching
- Well command on the English Language
- Well command on Data Posting in the system software

INTERPERSONAL SKILLS

- Ability to work independently as well as a part of a team.
- Ability to perform under pressure
- Self-motivated and flexible
- Excellent interpersonal skills
- Having good work stamina

PERSONAL SYNOPSIS

Father's Name: Muhammad Shafique
Date of Birth: January 29 1995
Religion: Islam
Marital Status: Single
Nationality: Pakistani
NIC #: 33100-1180478-7
Domicile: Punjab (Faisalabad)
Permanent Address: Chak No. 58 JB lehal, Faisalabad