

Wajahat Alam

(Special person – hearing & speaking impaired)

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Cell No :0321-8958414 (brother)

Objective

Being a special professional, seeking a position in a reputed organization to further develop myself in a well-mannered setting, where I can develop my skills and contribute and towards organization & society.

Experience

TPS Worldwide

Feb 2017- Present

HR Associate Executive

Key responsibilities:

- Employee Database Management.
- Employee E-File & manual file management.
- Managing and maintaining employee medical & insurance records.
- Interviews MIS - Database management.
- Interviews E-file & manual file management.
- Employee's record entry in official portal.
- Employee's activity entry in official portal with details & pictures.
- Keeping up to date data for HR.
- Microsoft Office (Word, Excel).
- Screen resumes and updates in the database.
- Assisting and executing for all employee engagement activities.
- Any other tasks as assigned by management.

M&F Commercial Corporation (Pvt.) Ltd

Nov 2016 to Jan 2017

- Data Entry Operation
- Ms. Word, Excel

Education

Bachelor of Arts - 78.68% - Karachi University

2013 - 2015

- *Dewa Academy for Hearing Impaired/Deaf, Karachi*

Humanities - 83.64% - Board of Intermediate

2010 - 2012

- *Dewa Academy for Hearing Impaired/Deaf, Karachi*

Secondary School - 82.47%

2009 - 2010

- *Dewa Academy for Hearing Impaired/Deaf, Karachi*

Skills & Abilities

- Six months training of Language skills – Deaf Reach Training Center
- Completed Microsoft Office Automation course – Computer Collegiate

Achievements

- Successfully working as a “Special” professional in a renowned organization
- Successful in communicating through sign language with everyone in professional life
- Winner - Inter School Table Tennis Tournament

Hobbies

- Photography
- Health & fitness – routine workout
- Athletics & Sports - Cricket, Badminton, Table tennis

References available upon request