

JAWAD KHAN

Address: Plot No. SB2, Flat A1-202 Fatima Castle,
Block-4, Gulshan-e- Iqbal Karachi
Contact # +92 3333299090

HR & ADMIN OFFICER

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CAREER OBJECT

Experienced and energetic Business Graduate with over Four years of experience effectively managing corporate administration from conception to completion. Using digital and manual tools to increase streamline operation and overall company productivity. Experienced in resulting an increase in partner relations for the company. Adept in monitoring and reporting companies objectives, to maintain necessary internal communications within and outside the company.

WORK EXPERIENCE

JANUARY 2020 - Till Date

Assistant – HR & ADMIN (3D LIFESTYLE – MEDICAL AESTHETIC CENTRE)

- Assisted in recruiting and training of new employees.
- Ensured confidentiality of all personnel, office, and employment records.
- Provided administrative support with payroll, calendars, meetings, and training events.
- Administered payroll information, compensation materials, and benefits programs.
- Supported daily operations of busy human resources department.
- Mentored employees through personal and professional issues.
- Analyze the standard individuals and call them through phone, Email.
- Administered the Company's employee recognition program.

OFFICER – HUMAN RESOURCE

KATZO - ONLINE CLOTHING BRAND

JULY 2019 - DECEMBER 2020

- Strategized with team to create business plan, purchase, branding, advertising, remodeling, and marketing for technology company.
- Initiated a series of marketing campaigns including email, digital, and social media.
- Recruitment, hiring and worker relations in departments.
- Recruit individuals and perform varied accomplishment steps.
- Maintain the present staff and take feedback from them.
- Assist the accounts department for creating the salaries of staff.
- Make coordination with varied departments.
- Planning, developing and implementing compensation programs for exempt and nonexempt staff.
- Ensuring compliance by providing adept steering of state and federal laws.
- Responsible for the development, coordination, and presentation of coaching programs for complete staff.

PHONE BANKING OFFICER

JULY 2018 - DECEMBER 2018

HABIB BANK LIMITED

Manage customers open and manage their bank accounts and finances.

Advise clients on financial services and resolve issues.

Perform administrative duties, entering data into banking software.

EDUCATION

Master of Business Administration	2 nd Division	University of Sindh	2014 – 2016
Bachelor of Commerce	2 nd Division	University of Sindh	2011 - 2013

ADDITIONAL SKILLS

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|------------------|----------------------|
| • Administration | Digital Marketing |
| • Negotiation | Critical Thinking |
| • HR & Payroll | Communication Skills |

CERTIFICATE

Certified: Professional Human Resource (PHR)

Public Management Relation Management Organizational Development

CERTIFICATE: MS OFFICE

Ms Excel, Ms PowerPoint Ms Word Ms Outlook