

WAJAHAT ALAM

SPECIAL PERSON – HEARING & SPEAKING IMPAIRED.
CELL NO: 0321-8958414 (BROTHER) /0347-3884571 (TEXT ONLY)

E-mail: wajahatalam_10@hotmail.com
Website :<https://www.linkedin.com/in/muhammad-wajahat-alam-b0bb06153/>



Objectives

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 towards organization & society.

Experience

K-Electric HR Dept –People Services /HR

Sep 2022 – Presently

HR Officer

Responsibilities:-

- ❖ Maintaining Onboarding Employee records.
- ❖ Audit documentations filing.
- ❖ Scanning documents at XECM software.
- ❖ Coordinating & arranging goods for new on-boards.
- ❖ Exit employee data management & record update.
- ❖ Update & maintain employee's database on excel dashboards.
- ❖ Attendance Management and documentations.
- ❖ Coordinate HR Projects (Meetings) etc.
- ❖ Compile & update employee records (hard and soft copies).
- ❖ Assisting in employee's engagement activities.

TPS Worldwide

Feb 2017 – Aug 2022

HR Associate Executive

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.
- ❖ Screen resumes and updates in the database.
- ❖ Assisting and executing for all employee engagement activities.
- ❖ Closing of employee & exit interviews.

M&F Commercial Corporation (Pvt.) Ltd

Nov 2016 – Jan 2017

Responsibilities:-

- ❖ Data Entry Operation
- ❖ Ms. Office , 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 (Certificate).
- ❖ Microsoft Office Automation course – Computer Collegiate (Certificate).

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.
- ❖ Fitness Trainer.

References available upon request

