

# Kamran Ahmad



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House No 554 Street No 58  
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## PERSONAL INFORMATION

Nationality: Pakistani      CNIC: 16102-4350100-7  
Religion: Islam      Date of birth: 29-06-1998  
Marital Status: Single      Languages: English, Urdu, Pashto.

## WORK EXPERIENCE

**Human Resource Assistant**  
**The Centaurus Group Islamabad**  
**June 20<sup>th</sup> 2022 till now**

### Responsibilities

- Maintain HRM Database.
- File Management (Day to day documentation).
- Medical Claims processing
- Participating in recruitment & selection function (Profile screening, Initial interviews & onboarding, documentation of new joiners/reference check)
- Participating in orientations
- Working on Attendance Management System (To Enrollment in biometric of all staff / Compiling attendance reports when required).
- Participating in processing NOCs & PF loans.
- Looking after all day to day HR operations.

**Human Resource Officer**  
**Pro Global technologies Pvt Ltd**  
**March 7<sup>th</sup> 2022 – June 19<sup>th</sup> 2022**

### Responsibilities

- Screened applicants, reviewed and evaluate resume and schedule interviews.
- Managing whole recruitment cycle for new positions
- Create HRM ID and credentials.
- Monitoring Attendance
- Maintained employee's record and keep updated accounts of all employments details (HRM System).
- Maintain HR calendars meetings and training events and ensuring no conflict occurs.
- Supported daily operation of human resource department.

**Intern (National Bank of Pakistan)**  
**Sep 8<sup>th</sup> 2020 – Nov 8<sup>th</sup> 2020**

### Responsibilities

- Remittances Department
- Account Opening System
- General banking

## TECHNICAL SKILLS

### Application Software:

- Microsoft Office Excel
- Microsoft office Word
- Microsoft Office PowerPoint
- Excellent Typing Speed
- Key Knowledge of Printer and Scanner usage.

### Recruiting, Hiring and onboarding employees

University of Minnesota (online)

## CERTIFICATES

## Introduction to Project Management

### Diploma In information Technology

KP Information technology Board

Rising star Award as an HR officer.

Awarded by Prime Minister Laptop

Appreciation Certificate from Bank manager on outstanding performance in Internship.

#### AWARDS & APPRECIATIONS

#### EDUCATION & QUALIFICATION

**2021 – 2022      Masters of Business Administration (HR)**  
National University of Modern language Islamabad (NUML)

**2016 – 2020      Bachelors of Business Administration (HR)**  
Abdul Wali Khan University Mardan (AWKUM)

**2014 – 2016      Faculty of Science (Pre-Engineering)**  
Board of Intermediate and Secondary Education, Malakand

**2012 – 2014      Matriculation**  
Board of Intermediate and Secondary Education, Mardan

#### EXTRA CURRICULAR ACTIVITIES

- Organizing blood camp

#### REFERENCES

Will be available if needed.