

MUHAMMAD ILTAF

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SUMMARY

I am looking forward to an opportunity to work in a challenging environment, where I can utilize my knowledge and skills in contributing effectively to the organization's success and the improvement of my skills.

EXPERIENCE | ADMIN AND HR OFFICER OZ TECHWORK NOV-2021 TO PRESENT

- Coordinate with the company's directors to schedule physical and online meetings.
- Bank Reconciliation with the accounts department, GRN's preparations, verifying vendors' payments, and other related work.
- Use of ERP for Petty cash management, utility bill payments, submitting cash and cheque bills to Banks, and also preparing regular reports on expenses.
- Payroll Management preparation and disbursement of salaries after collecting relevant data like absences, bonuses, leaves, etc.
- Recruitment Process tasks onboarding of new employees through employee pre-screening, and background checks and also maintaining physical and digital/electronic records of all employees.
- Correspondence all kinds of employee letters including employment contracts, confirmation letters, service letters, and experience letters.
- Procurement Processing of all types and its record maintaining office, supplies, and types of equipment.
- Assets management and maintenance of all kinds of equipment operations if needed calling for repairs, and evaluating new equipment and techniques.
- Supervised janitorial and security staff. Assign daily tasks to janitorial staff.
- Event management supervises and oversees all types.

Service Center Official
(Project by Punjab Land Record Authority October 2017 to January 2021)

- Data Entry is our major task in Punjab Land Record Authority software.
- Petty cash Management, and submitting cash and cheques to banks.
Preparing regular reports on expenses.
- Ensure equipment operation by completing precautionary maintenance requirements; calling for repairs; and evaluating new equipment and techniques.

EDUCATION | MBA (2012-2016)

Government College University Faisalabad

Marks: 3.33/4

B.COM (2010-2012)

Punjab College of Commerce Okara

Marks: 921/1500

D.COM (2006-2009)

Government Commerce College Dipalpur

Marks: 758/1200

MATRIC (ARTS) (2004-2006)

Government High School Dipalpur

Marks: 596/1050

**SKILLS &
ABILITIES**

Linguistic Skills: English, Urdu.

Computer Skills: MS Office, Troubleshooting, Operating System (Windows 7, 8 & 10)

Professional Skills: Communication Skills, Employee relations, Teamwork, and collaboration