

COVER LETTER

Respected Hiring Manager,

I am writing to apply for the mention position in your organization which I saw advertised inwebsite/ LinkedIn. I hereby enclosed my resume and would be grateful if you consider my application for the job.

I have done Masters in Business Administration, majors in “Human Resources Management” from Iqra University, Islamabad. My experience of management is of years which show my strength in Human Resources Management, Administration, Operation and Management. I am concerned in the position you advertised as I always enjoy working with my team peers and also help them where required as per project. I am decision maker and quick learner, capable of adopting excellent computer skills which are required now days. I am available as earliest to join the organization. I am aware of your reputation among different companies in the market; I am intense to work for your organization.

Thank you for considering my application. I would be grateful for the opportunity to discuss the position further.

Regards,

Mubashar Rizwan Shahid

RESUME



Name: MUBASHAR RIZWAN SHAHID
Fathers Name: Shahid Hameed Janjua
Address: H. No. 20, St No 04, Sector B, DHA II, Islamabad
Mobile No: 0333-5700770, 0300-9815892
Home Ph: 051-5162106
E-mail: mubasharjanjua7@outlook.com
CNIC No: 37405-2313097-7
Linkedin ID: <https://www.linkedin.com/in/mubashar-rizwan-shahid-05a16174/>
Skype ID: mubasharjanjua7_1

PROFILE

A confident, versatile and motivated MBA (HR) person with strong problem solving, analytical skills, a strong hold of HR, Administration and Operational activities are included which are required to put into processes that drives any project or situation to its conclusion within the timescale required. I believe my input value to business function as I can process ideas quickly and concisely to ensure deadlines and procedures are observed and achieved.

KEY KNOWLEDGE, SKILLS & EXPERTISE

- 1 **Determination** – Possesses the strength of mind, knowledge and skills to deliver what is required by the industry.
- 2 **Intervention** – Effective mediator who can improve terms without sacrificing quality and customer relations.
- 3 **Teamwork** – Strong team management and mediatory expertise to work effectively and confidently within a team to achieve the correct outcome.
- 4 **Communication** – Strong communication with great interpersonal skills.
- 5 **Dedication** – Possesses the strong work ethics, always delivering quality and consistency to achieve results.
- 6 **Technical skills** – Proficiency in MS Office, PowerPoint and Excel and also command on different software's, my multitasking ability is a strong point for me.

PROFESSIONAL EXPERIENCE

- Working as “**Assistant Manager Operations**” in Bahria Enclave Islamabad from 11-Sept 2023 till date. Handling operations matters related to operation team on daily basis.
- Worked as “**Manager Administration**” in **AT Tech Private Ltd** in **Phase-IV, Bahria Town, Rawalpindi** from 24-May 2021 till 09-June 2022. Moreover, also involved in most of the hiring process, like technical hiring in software houses and other categories too.
- **Manager External Coordination** in “**External Coordination Department**” **Corporate Office, Phase-II, Bahria Town Pvt Ltd**, Rawalpindi from 12-Jan-2019 till 19-June-2020.
- **Manager Administration** in **Bahria Garden City Projects** in **Bahria Town (Pvt) Ltd Rawalpindi** from 10 Oct 2017 till 11-Jan-2019.
- **Assistant Manager HR and Admin** in **ZEDEM International (Pvt) Ltd** from from 23

Nov 2015 till 31 Sept 2017 in Islamabad.

- **Manager HR in FRONTINER WORKS ORGANIZATION, PROJECT DIRECTOR HEAD QUARTER, (New Benazir Bhutto International Airport), Fatah Jhang** from April 2014 till December 2014.
- **Assistant Manager HR in FRONTIER WORKS ORGANIZATION, Head Office, Saddar, Rawalpindi** from Feb 2012 till Mar 2014.
- **Customer Care Officer in Mobilink Service Center, Rawalpindi** from May 2011 till Jan 2012.
- **Customer Care Backend Support Officer in Mobilink Call Center, Islamabad** from April 2006 till April 2011.
- **Officer Trainee Projects, National Highway Authority, Islamabad** from September 2005 till Mar 2006.
- **Internship in United Bank Limited** from July 2004 to Aug 2004.
- **Accounts Officer, Kadir Motor World** from 2001 till 2004.

QUALIFICATIONS & EDUCATION

Iqra University, Islamabad

MBA (Human Resource Management) – (2002-2005)

Punjab College of Commerce, Rawalpindi

B.Com – (1999-2001)

F G Inter College Chaklala, Rawalpindi

FA in Humanities – (1996-1998)

F G Sir Syed School, Rawalpindi

Matriculation in Science – (1994-1996)

AWARDS, TRAININGS AND CERTIFICATES

1. **Service Center Mobilink, Rawalpindi**, Achievement Award– (June 2011)
2. **Service Center Mobilink, Rawalpindi**, Award of Best Quality Work– (November 2011)
3. **Call Center, Mobilink, Islamabad**, Team of the Month– (September 2006)
4. **Siebel Software Champion**, Highest Points Achieved in Call Center– (2010)
5. **Training in Mobilink-Culture of Excellence**, Training given by Ramiz Allawala on Culture of Excellence– (October 2008)
6. **Training in Mobilink-Serve to Inspire**, Conducted in Marriot Hotel– (September 2011)
7. **Special Diploma-NUML**, English Language Special Diploma– (Aug-Dec 1999)

8. Certificate Oracle-Fauji Soft Institute of Information Technology, Rawalpindi,
Certificate of Oracle, E-Commerce from – (Sep-Dec 2001)

9. Special Computer Course, COMPUTEK, Rawalpindi, Certificate of Special Computer
Course ,MS Office, MS PowerPoint, MS Excel, DOS etc- (Jul 1997)

10. Certificate of Merit, Iqra University, Islamabad, Merit Certificate, Sports Week in Iqra
University.(June 2005)

EXTRA CURRICULAR ACTIVITIES

- 1 Playing Football, Cricket, and Volleyball at College, University level as well as also participated in Professional Organization.
- 2 Web browsing, surfing, movies and music etc.

REFERENCES

References will be furnished upon request.