

Naveed Khan

HR & Operation Specialist



Name:
Naveed Khan
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Area of Expertise:

HR/ Operation Management
Compliance
Process Improvement
Administrative Support
Safety Management
Quality Assurance
Labor Relation

Personal Strength:

Good Communication Skills
Good Interpersonal Skills
Good Presentation Skills
Self Motivated & Result Oriented
Driving Experience above 10 yrs.
Capable of working under pressure
Flexibility and Adaptability
Team Work Skills
Personal Management
Leadership
Results achiever
Meeting deadlines

CAREER OBJECTIVE

To be a successful team and to utilize my skills & experience for the betterment of my Organization. Looking forward to work in a professionally competent environment where my organizational & communication skills can be fully utilized in order to assist my day to day tasks. Demonstrated ability to align all HR initiatives with strategic organizational goals.

WORK EXPERIENCE

Operation Department (Specialist) **Feb 2015 to Feb 2017**
AL-MAWARID MANPOWER SOLUTIONS
(Mega Recruitment Company in Kingdom of Saudi Arabia)

Roles & Responsibilities:-

- Providing solution to all Philippine sector complaints coming from workers deployed in KSA under Mawarid sponsorship. Approx 3,995 workers.
- Providing solutions to all issues/ complaints directed from POLO (Philippines Overseas Labor Office) , OWWA (Overseas Workers Welfare Administration), POEA (Philippine Overseas Employment Authority) on a timely basis, failing to which may result in suspension of Mawarid license affecting our credibility as well as recruitment process.
- Maintaining a good relationship with philippine legal authorities namely POLO, OWWA, POEA & counter agencies in Philippines.
- Arranging line up for interviews, and selection of workers according to client interests.
- Follow up consistently with our counter offices in order to bring workforce in time frame of 60 to 90 days maximum.
- Duly assist/update worker and concerned agency by providing personal contact number. (Email/call/watsapp)
- Coordinate with colleagues of all departments in order to solve escalated matters before meeting deadline.
- Keeping record of all important Documents.
- Preparing reports and providing it to department manager on weekly basis.

Customer Sales Representative (CSR) **Nov 2007 to July 2009**
ZONG telecommunication Limited Islamabad, PAKISTAN
(Largest 4G Network Provider)

Roles & Responsibilities:-

- To ensure sales of the company.
- To satisfy each client with great care upon visit to office.
- Providing solutions to customers (End users) in 90 seconds duration call no matter what and how big the issue may be, negative marking will start automatically upon exceeding 90 sec duration call.
- Coordinate with team in order to solve an escalated matter on urgent basis.
- Report to the team leader providing summary of customers taken care of.

RESUME

Technical Skills:

Microsoft Office, Internet, Expertise in Using Microsoft Tools namely Word, Excel, PowerPoint, Outlook, Access. Have a good accurate typing speed of 50wpm. Easier to use windows 98, 2000, XP, VISTA, WINDOWS 7, WINDOWS 8 etc...

Languages:-

English Read/Write/Speak
Urdu Read/Write/Speak
Pashto Read/ Speak
Punjabi read/ Speak
Arabic Read/Speak

Passport Details:-

Passport No:
TP4123601

Date of Issue:
16 July 2013

Date of Expiry:
15 July 2018

Personal Details:-

Father's Name Shafiullah
Date of Birth 25 May 1988
Gender Male
Marital Status Single
Nationality Pakistani
Place of Birth Islamabad

Education

| DEGREE | INSTITUTE | YEAR | MARKS |
|-----------|---|---------|-------|
| SSC | Islamabad College for boys G-6/3 Islamabad Pakistan | 2003-04 | 50% |
| HSSC | Punjab College Of Commerce Aabpara G-6 Islamabad, Pakistan. | 2005-06 | 50% |
| BA | Newport's Institute of Commerce & Economics Karachi, Pakistan | 2009-11 | 74% |
| IT Basics | Joher Institute Of Information Technology G-6 Islamabad, Pakistan | 2004 | 75% |
| H.S.E | National Institute Of Science & Technical Education H-8 Islamabad, Pakistan | 2015 | 65% |

Personal Interest

- Participation in painting workshops.
- Swimming.
- Spending time with Family.
- Exploring new places/ Adventure.

Declaration

I Naveed Khan declare that the above information is true and correct to the best of my knowledge and nothing has been concealed or distorted.

Date:

Yours Sincerely,

Place:

(Naveed Khan)