

# Abid Ullah Khan

Public Relation & Communication  
Officer | Public Health Department||  
HR Officer



## Contact

### Address:

H.No. B/518, Sector 3/A,  
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## Languages

- English
- Urdu
- Pashto

## Computer Skills

- Typing skills ●●●●●●
- MS Word. ●●●●●●
- MS Excel ●●●●●●
- Power point ●●●●○
- MS Outlook. ●●●●○

## Summary

I am a mature and responsible person to work and use initiative to solve problems and be able to liaise in a professional and persuasive manner with staff at all levels in the organisation, possess strong organisational skills, detail oriented and the ability to handle multiple tasks.

In Public Health and communication relation professional with over six years of diversified experience in the field of Polio communication and Human Resource management, Public Relations & in Health Care and Automobiles industry.

## Professional Experience:

**Union Council Communication Officer (5 Years) – 12<sup>th</sup> Dec 2017 Till to Now.**

**COMNet/Sidat Hyder Murshid Association – UNICEF , Karachi Pakistan.**

- Conducted regular training for staff on every month regarding EPI.
- Maintain & update online employee's data, attendance and leaves record daily basis.
- Conduct morning briefing and evening review meeting with staff on daily basis.
- Assist and coordinate with HR focal person in recruitment functions to find out potential candidates for reserved pools such as selection, conduct interviews and maintenance of databank of CV's.
- Keep records of all children under five years, Routine Immunization vaccination status, migration patterns and practices, also prepare data report on daily basis in support to Data Support Officer.
- Prepare presentation report all field work activities every month in readiness meeting.
- Provide services of PEI, Routine Immunization vaccination and monitoring field outreach sites, conducted community engagement session for given awareness to community.

**Employment & Training Coordinator – August/2013 to Nov/2015**

**Munawar A. Awan HR Consultancy, Karachi Pakistan**

- Preparation of Payroll, confirmation letter, Full & Final Settlement
- Conducted Interview, Training session, recruitment & selection.
- Managed other Admin related activities, disciplinary action.

**HR Officer - March/2012 to March/2013**

**Memon Medical Institute and Hospital, Karachi Pakistan**

- Maintain Payroll, confirmation letter, Performance appraisal, Full & Final Settlement.
- Managed probationary report which includes 90 days then issuing probationary completion report accordingly.
- Staff termination and replacement, maintain disciplinary issues and follow up.
- Maintain & Update personal files of employees, update attendance & leave records.
- Maintain & update all personnel reports and data using the HR computerized system.
- Assist in recruitment functions such as selection, arrange telephonic interview, maintenance of databank of CV's, to look for potential candidates.

**Assistant Manager HR & Operation – Feb/2009 to Dec/2011**

**Europcar Franchise for Pakistan, Karachi Pakistan**

- Scheduled meetings, Coordination appointment diaries, managed filling & records.
- Updating data in system & preparation of daily and weekly reports for the section.
- Responsible for filling administrative documents & keeping confidential report secure.
- Screening candidates' profile & shortlist applications.
- Administrate the attendance through the HR system & run payroll in coordination with finance department.
- Facilitate conflict management & performance management with supervisory staff.
- All administrative leaves formalities like annual leaves and managed office stationary.

## Education:

- **Bachelor in commerce (B.Com.)** in 2007 from University of Karachi.
- **MBA (Human Resource Management)** in 2012 from FUUAST University, Karachi.

