



WAJAHAT ASLAM

+92 333 5769697, +971 50 4234600| wajahaat@gmail.com
Rawalpindi, Pakistan 46000

Skills

- HR practices
- HR administration
- Preparing payroll procedures
- Budgeting & Cost Accounting
- Office / Hospital Administration
- Finance, Accounts & Audit
- Record Keeping
- Internal Audit & Financial Forecasting

Education

2014

COMSATS INSTITUTE OF INFORMATION TECHNOLOGY|
Islamabad, Pakistan
Bachelor of Science In Business Administration

2010

PUNJAB COLLAGE OF INFORMATION TECHNOLOGY|
Rawalpindi , Pakistan
I.Com: Commerce

2008

BOARD OF INTERMEDIATE & SECONDARY EDUCATION|
Rawalpindi , Pakistan
Matriculation: Science

Professional summary

Energetic employee well-versed in strong communication and organization skills. Committed to seeking solutions to problems and applying extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects.

Work history

02/2018 – 02/2023

Tehsil Headquarter Hospital| Rawalpindi, Pakistan
HR & Legal Officer (Had Additional Charge Of Finance & Budget Officer Since Oct, 2019 to 28-02-2023)

- Streamlined induction and onboarding processes through automation.
- Advised managers on employee policy implementation, applying expertise in employment laws and regulations.
- Worked with department managers to implement best practice strategies for employees.
- Implemented employee and contractor filing systems to improve administrative efficiency.
- Handled employee enquiries and complaints, escalating issues to managers when needed.
- Stored and processed job applications, providing selected candidate information to recruiters.
- Maintained clear, accurate salary records for improved department budgeting.
- Kept physical and electronic personnel files regularly updated for accurate records.
- Produced accurate, reliable reports for management monitoring of personnel activity.
- Completed new joiner onboarding documentation and reference checks.
- Devised improved file storage methods for ease of document retrieval.
- Analyzed reporting to reconcile transactions, accounts, and ledgers.

- On boarded new staff by delivering inductions and updating systems.

10/2019 - Current

**Tehsil Headquarter Hospital | Rawalpindi , Pakistan
Having Additional Charge Of Finance & Budget Officer**

- Prepared budget, forecasts and estimates for annual and quarterly budgetary requirements.
- Periodical financial forecasting in liaison with all the respective Departments including Procurement Officer to cater the periodical financial needs
- Complied with all the requirements of SDA One line non salary budget and utilization and Health Council budget and utilization issued by the P&SHD.
- Kept an eye on the day to day expenses in context with the overall budget and time period.
- Filed for any revisions in the budget (if any) in compliance with all the legal and procedural formalities.
- Forwarded the monthly budget along with utilization and reasons / justifications for significant variations.
- Prepared the financial forecast at the start of the year to be forwarded to PMU containing the service wise and month wise expected expenditure of outsourcing contracts.
- Prepared and maintained all the relevant record required to be maintained under the SDA one line non salary budget and health council budget utilization.
- Rendered all the transactions, bills and record for pre audit.
- Ensured that all the observations/shortcomings highlighted during the pre-audit have been complied before the payment processing.
- Performed all the financial tasks including preparation of the information/ record/ report required to maintained/ performed under the outsourcing contracts.
- Accurately calculated the penalty required to be deducted under the outsourcing contract as per the information available or the information/ record provided by the respective departments.
- Kept and maintained all the accounts records including the periodical backups as per all applicable rules, regulations, guidelines and instructions passed on from time to time.
- Ensured the availability of finance to cope with emergency circumstances.
- Other related functions including petty cash management.

12/2014 - 01/2018

**World Health Organization | Rawalpindi, Pakistan
Temporary Tehsil Support Person (TTSP)**

- Partnered with management to implement processes and complete special projects.
- Supervised administrative work in field office and set goals for staff.

- Documented conferences, meetings, and appointments with verbatim reports.
- Arranged supplies, documents, and spaces for meetings.
- Troubleshoot problems and diagnosed system faults.
- Organized files to support efficiency and traceability.
- Helped service users to improve their independence and enhance daily living.
- Boosted team morale to enhance service quality.
- Built and maintained courteous and effective working relationships.
- Resolved customer queries and problems using effective communication and providing step-by-step solutions.

09/2016 - 10/2017

HnM Business Solution | Rawalpindi , Pakistan

Quality Assurance Specialist

- Tested and classified materials according to detailed specifications.
- Led projects and analyzed data to identify opportunities for improvement.
- Applied positive customer service approach to increase satisfaction levels.
- Worked flexible hours, covering nights, weekends, and bank holidays.
- Organized files to support efficiency and traceability.
- Consistently arrived at work on time and ready to start immediately.

References

- Dr. Jazib Ali, +92 302 5313277
Deputy Medical Superintendent
THQ Hospital Kallar Syedan, Rawalpindi
- Mahjabeen Javaid, +92 335 2466886
Quality Assurance Officer
THQ Hospital Kallar Syedan, Rawalpindi
- Sidra Sajid +92 336 5771329
IT/ Statistical Officer
THQ Hospital Kallar Syedan, Rawalpindi