



SHAFIQ HUSSAIN

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Bihari colony road opposite Army Public School and College Warsak road Peshawar, Pakistan.

CAREER OBJECTIVE

To acquire a progressive position in a well reputed organization and having the long-term future potential where I can perform to the fullest of my potential in a competitive and learning environment.

EDUCATION

- MBA in Human Resource Management GPA (3.78/4.00)
CECOS University of IT and Emerging Sciences Pakistan in 2008
- BSc in Computer Science from University of Peshawar in 2001

WORK EXPERIENCE

❖ Computer Operator - EPI Section, DG Health Services, Khyber Pakhtunkhwa

Period: From 5th July 2021 to 30th June 2022

- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output.
- Generate reports, store completed work in designated locations and perform backup operations.
- Scan documents and print files when needed.
- Keep information confidential.
- Respond to queries for information and access relevant files.
- Comply with data integrity and security policies.
- Responsible for Data Processing and Management on the National Immunization Management System (NIMS) platform and COVID – 19 Vaccine Inventory Management System (COVIM) platform to ensure quality of the data entered in the system.
- COVID Vaccination Reports, Co-ordination with District Focal Persons.
- Collecting Data (Backlog) from Districts on daily basis in different formats as required by National Command and Control Centre (NCOCC) and update backlog.
- I will be responsible for any kind of backlog shared with me and is updated on same day.
- Performing backup procedure to reduce the risk of data loss.
- Maintain operation of equipment and carry out of preventive maintenance.

❖ Program Assistant- PMU for Peshawar BRT Project (KPK Govt Project)

Period: From 30th March 2018 to 30th June 2019

- Prepare and process invoices/bills and issuing cheques to suppliers/vendors.

- Maintain Office Stationery by checking inventory and order items.
- Assume responsibility for maintenance of office equipment's including computers, Photocopy machine, and fax machine.
- To arrange repair and maintenance of project vehicles, Generator and other office works.
- Assist the Accounts Officer in procurement under the project.
- Maintenance of files/records in hard form.
- Maintain and update Stock Register, Cash Book and Ledger Book.
- Assisting with audits, fact checks, and resolving discrepancies.
- Assist in preparing financial reports, i.e., Yearly Expenditure Report.
- Performs other related duties in accordance with instructions from Senior Staff.

❖ **Office Assistant- Rehman College of Nursing-RMI Peshawar**

Period: From 26th July 2017 to 1st May 2018

- Assisting & supporting RCN management in running of the office documentation, filing and organizing information.
- Assisting all matters related to the administrative office.
- Scheduling & arranging meeting & drafting minutes of the meeting.
- Keep filing/document management system for electronic & paper documents in an organized manner.
- Responsible for research, typing, correspondence, faxes, and filing of documents as per requirements.
- Monitor and order office supplies.
- Distribute/file all incoming mail.
- Liaisons with engineering & support services for maintenance of the building.
- Monitoring of support staff including office boy, housekeeping, security guards etc.
- Providing full support to faculty members as per need.
- Maintaining faculty attendance/short leave/leave records on daily basis.
- Responsible for public relations.
- Responsible for receiving telephone calls & refer them to appropriate contacts in the organization.
- Any other assignment given by the Director RCN or any other head of the department.

❖ **Clerk- Arabtec Construction Company L.L.C Dubai, UAE**

Period: From 8th December 2013 to 7th December 2014

- Maintain and update the manpower master file.
- Filling all types of HR Forms (such as leave application, warning letters/penalties, joining report, transfer and release report etc).
- Checking and entering data
- Prepare weekly attendance report of staff.
- Maintain & update warning letter register record in the system.
- Prepare process & maintain employee's leaves status.
- Resolving employee's complaints/issues regarding their salaries.
- Receiving, sending and distributing mails.
- Creating & modifying documents using MS Office.
- Maintain proper filing and records at all times
- Photocopying, faxing and scanning documents.

❖ **Admin Officer- Warsak Model School and College Peshawar**

Period: From 15th June 2011 to 31st August 2013

- To carefully handle receipts, invoices, payments and maintain records through data entry and filing.
- Supporting/Assisting the Manager in hiring, training, and supervising the support staff.

- Receiving, sorting and distributing the incoming mail.
- Recording and updating the databases.
- Prepare & process leave applications.
- Organizing entry tests.
- Monitoring and ordering inventory of office supplies.
- Perform additional tasks as required.

❖ **Sales Promotion Officer- Professional Employers Private Ltd**
Period: From 1st August 2009 to 11th June 2011

- Keeping in contact with existing customers in person and by phone.
- Making appointments with and meeting new customers.
- Promoting new products and any special deals.
- Meeting Sales targets.
- Recording orders and sending details to the sales office.
- Giving feedback on sales trends.
- Organizing sales visits.
- Establishing new business.
- Making daily, weekly and monthly reports regarding sales and visits.

CERTIFICATION AND TRAINING

- I have worked as **TRAINING SUPPORT ASSISTANT** in the **BRITISH COUNCIL'S** Connecting Classrooms Project from 25th May to 10th July 2013.
- I have also worked as an **INTERNEE** in **THE BANK OF KHYBER** from 5th July 2007 to 4th September 2007 in its various departments.
- I have attended the **LUBRICANTS PRODUCT KNOWLEDGE TRAINING** organized by **TOTAL OIL COMPANY** for its Sales Staff and Distributors on 15th January 2011.

STRENGTHS AND SKILLS

- Excellent communication and interpersonal skills
- Team Player and can work independently
- A Can-do Attitude
- A Quick Learner
- Adaptability and Flexibility
- Proficient in MS Office and good typing skills
- Positive Attitude and Self Motivated

LANGUAGES

- English
- Urdu
- Pashto (Native)

PERSONAL INFORMATION

- Father's Name: Hidayat Ullah
- Nationality: Pakistani
- Marital Status: Married
- Date of Birth: 20/05/1981
- CNIC No: 17301-8250767-3
- Domicile: Peshawar

REFERENCE

- Available upon request