

# ASIF IQBAL

✉ asifiqbalmpa334@gmail.com ☎ 03349212865 📍 Village Salak Post.O Katti Garhi District Mardan KPK-23200

in <https://www.linkedin.com/in/syed-asif-iqbal-a21470a2/> 📅 01/03/1991

## PROFILE

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Highly organized and resourceful Administrative & HR professional with over 7 years of experience in Public dealing in Tax departments (Federal Board of Revenue and KP Revenue Authority), Plus 3 years experience in Social sector at different positions. providing reliable and efficient support to senior executive I have a proven track record of analyzing HR data to drive talent strategy, performance management, and employee engagement initiatives. My commitment to diversity, equity and inclusion, and ability to build productive relationships with internal and external stakeholders make me a highly sought-after HR/Admin professional. Additionally, I am well-versed in HR legal compliance and have experience managing HR issues across different business functions and geographies. Ready to take on new challenges and contribute to the growth and success of an organization.

## EDUCATION

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<b>MS/M.Phil Development Studies</b> <i>Institute of Management Sciences, (IM Sciences)</i> Master of Philosophy (M.Phil.) Development Studies	09/2020 – 03/2022 Peshawar, Pakistan
<b>Institute of Management Sciences, (IM Sciences)-Peshawar</b> <i>Institute of Management Sciences, (IM Sciences)</i> Master of Public Administration (MPA) HRM	09/2011 – 04/2014 Peshawar, Pakistan
<b>BSc - Biological Sciences</b> <i>Abdul Wali Khan University Mardan</i> BSc - Biological Sciences	06/2009 – 08/2011 Mardan, Pakistan
<b>FSc</b> <i>Government Post Graduate College Mardan</i> FSc (Pre-Medical)	07/2007 – 06/2009 Mardan, Pakistan
<b>SSC/Matriculation</b> <i>Government High School Lundkhwar</i> High School Diploma - Science	02/2005 – 06/2007 Mardan, Pakistan

## PROFESSIONAL EXPERIENCE/TRAINING

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<b>Junior Users Support Officer</b> <i>PRAL Pvt Ltd (a Company Owned by FBR)</i> Facilitating taxpayers on help desk counter. Assist taxpayers in the Provincial and Federal Tax matters. Well versed in Income Tax and Sales tax return. Preparation of wealth statement and registration of taxpayers. Preparing & Compiling notices for unregistered taxpayers. Knowledge of MS Office and Statistical package for Social sciences (SPSS). Facilitating taxpayers in making NTN and resolving issues of the taxpayers on the spot.	03/2016 – present Peshawar, Pakistan
<b>Registration &amp; Data Verification Officer</b> <i>CERD Pakistan (World Food Project)</i> Duties were included; Verification of Temporary displaced people (TDP) at food distribution point. Issuing food packages. Providing assistance to supply chain officer. assurance smooth run of the operations.	02/2015 – 09/2015 Kohat, Pakistan
<b>HR Assistant</b> <i>CERD Peshawar</i> Human Resource Professional with broad experience in all aspects of Human Resource Management. Particularly interested in Talent Identification, Recruitment & Selection, and Employee Relations. Specialties: Employee Relations Talent Identification Recruiting & Staffing Training & Supervision, Operations Support New Hire Orientation, Customer Service Performance Appraisals	09/2014 – 11/2014 Peshawar, Pakistan

**Manager Operations***AL-Hashim Group of Companies*

Supervising the work of officers and staff having different assignments. Ensuring compliance of payment terms of agreements, procurement rules and payment policies of Agency. Developing regular and ad hoc reports for accounting, financial monitoring, cash flows and costing. Managing the processes of invoicing, customer communications, advising management on the efficient payment options to be offered to customers, monitoring the receivable positions, and suggesting recovery measures. Coordinating with Internal Auditors, Commercial Auditors, Government Auditors or any other function of similar nature. Ensuring timely preparation of accounts for quarterly, semi annual and annual reporting.

**SKILLS**

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- Problem-solving Administrative ,Communication, Interpersonal Accept Change/Challenges , Team Building.

**LANGUAGES**

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- Pashtu
- Urdu
- English

**CERTIFICATES**

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- 05 Months HR Internship at KPK  
Tourism Department Peshawar

**REFERENCES**

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Only available on request