

ASIF IQBAL

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Professional Summary

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.

Work Experience/Professional Training

03/2016-Present

PRAL (Pakistan Revenue Automation Limited) Owned Subsidiary Company of FBR

Junior Users Support Officer

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.

02/2015-09/2015

CERD (Centre of Excellence for Rural Development)-(World Food Project)-Peshawar

Registration & Data Verification Officer

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.

09/2014-11/2014

CERD (Centre of Excellence for Rural Development)-Peshawar

HR Assistant

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

03/2011-12/2013

AL-Hashim Group of Companies-Peshawar

Manager Admin/Operations

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.

01/2014-05/2015

Khyber Pakhtun Khwa Tourism Department -Peshawar

HR Assistant Internship

05 Months HR Assistant Training/Internship

01/2024-Continue

Institute of Management Sciences,(IM|Sciences)-Peshawar

Diploma in Procurement & Supply Chain

06 Months diploma in Procurement & Supply Chain

Education

09/2020-03/2022

Institute of Management Sciences,(IM|Sciences)-Peshawar

MS/M.Phil-Development Studies

09/2011-04/2014

Institute of Management Sciences,(IM|Sciences)-Peshawar

Master of Public Administration (MPA) HRM

06/2009-08/2011

Abdul Wali Khan University-Mardan

BSc-Biological Sciences

07/2007-06/2009

Government Post Graduate College-Mardan

FSc (Pre-Medical)

02/2005-06/2007

Government High School-Lundkhwar

SSC/Matriculation-High School Diploma - Science

Languages

Pashtu — Native

Urdu — Fluent

English — Fluent

Additional Skills

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

References

Only available on request.