



FAHAD ZAMAN

HUMAN RESOURCE
MANAGEMENT



Contact



Lala zar colony university of
Peshawar Pakistan



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25000

PERSONAL INFORMATION

DATE OF BIRTH	27th MAR 1990
PLACE OF BIRTH	PESHAWAR PAKISTAN
NATIONALITY	PAKISTANI
RELIGION	ISLAM



About Me

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.



Education

- **Masters in Human Resource Management**
MBA 1.5 2014-2016
university of Peshawar
- **BBA**
2010-2014
iqra university Karachi
- **FSC Pre Engineering**
2007-2009
Govt college Peshawar
- **ssc (Science)**
1998-2007
islamia collegiate school Peshawar

Work Experience

UNION COUNCIL POLIO OFFICER (WHO)
WORLD HEALTH ORGANIZATION
2016-Still Working

Responsibilities

- Team training.
- evaluation of team
- Team Monitoring.
- Field work.
- Data making and monitoring of data.
- Record keeping.

LANGUAGES

- ENGLISH
- URDU
- PASHTO



COMPUTER SKILLS

- MS OFFICE
- MICROSOFT WORD
- MICROSOFT EXCEL
- MICROSOFT POWERPOINT
- WINDOWS (98,2000,7,&XP)
- INTERNET (BROWSING, EMAIL & DOWNLOADING ETC.)
- TYPING SPEED (30 WPM) ALPHABET



HOBBIES

- READING BOOKS (Islamic, History, General & Digests)
- PLAYING FOOTBALL, SWIMMING
- JOURNEYS

Skills

Project Management



Problem Solving



Creativity



Leadership



ALSIUDAIS TRAVEL AND OVERSEAS PROMOTORS

ADMINISTRATION ASSISTANT AND SALES OFFICER (MANAGER)

2013-2016

Responsibilities

- Team Trainings.
- monitoring
- evaluations of team.
- Ticketing of different airlines.
- Data record keeping.
- Dealing with different embassy's about overseas promoters.

AEROSTAR TRAVEL AND OVERSEAS PROMOTORS

ADMINISTRATION ASSISTANT AND SALES OFFICER (MANAGER)

2010-2013

Responsibilities

- Team Trainings.
- monitoring
- evaluations of team.
- Ticketing of different airlines.
- Data record keeping.
- Dealing with different embassy's about overseas promoters.

CERTIFICATES

- Good performance certificate received from EOC (Emergency operation center)
- United to Respect: Preventing sexual harassment and other prohibited conduct for managers
- Best covid19 certificate from Faculty of Public Health & Social Sciences Khyber Medical University
- Prevention of sexual exploitation and abuse (PSEA) - Multilanguage (2021)
- UN BSAFE (English/French) (online).