

# MUHAMMAD USMAN KHAN



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Location: Lakki Marwat

## CAREER OBJECTIVE

Looking for entry level position, to enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibilities to new talent.

## EDUCATION

- **MS in HRM**

MS in Human Resource Management  
completed from Capital University of Science & Technology, Islamabad.  
Completed in 2021

- **BBA Hons (HRM)**

Kohat University of Science and Technology  
Session 2014 to 2018

- **D.Com**

Diploma In commerce  
Board of Technical Education Peshawar  
4/2014

- **Formal Education**

1 year Diploma in Information Technology (D.I.T)  
GCMS Lakki Marwat K.P.K Pakistan.

- **Microsoft Office Diploma**

3 Months

## Professional Experience

Having 5 years of experience in Bureau of Statistics as Statistical Assistant on contract basis.

## Satistical Softwares Experience

SPSS,MS office, Excel,Access and others.

## Additional Experience

- **Internship in Nationalized Bank.**

Since all these subjects pertains to HR and managerial practices employed in any organization or business

concern, therefore these were taught in detail and at length in the university.

Moreover, the internship is the part and parcel required for the completion of BBA (Hons) degree, therefore 8 weeks internship was completed successfully titled ZARAI TARAQIATI BANK LIMITED.

This bank is premier nationalized bank of Pakistan engaged in extension of credit to the agriculturists of the country through mortgage of landed property.

## **Training / Workshops**

### **TWO DAYS WORKSHOP ON STRATEGIC PLANNING IN HIGHER EDUCATION INSTITUTIONS**

**12-13 APRIL 2017**

Organized by: Kohat University of Science & Technology, Kohat in collaboration with Higher Education Commission, Islamabad.

**Attended two days' workshop on Jettisoning White Collar Crime From Public Sector Organizations**

As Organizer w.e.f May 10-11,2017 at Kust in collaboration with Higher Education Commission of Pakistan.

Participated in Fund raising Campaign for **30 days** for Internally Displaced Persons (IDP'S) at **KUST as Team Leader**

## Additional

- **Soft Skills:** Solid Works, Microsoft Office word, power point, Ms Excel, Access, Microsoft Windows, Use of Internet & Email, & Network Essentials.
- **Interpersonal Skills:** Motivated and persistent, Target oriented, Team work, Creative problem Solving, Time management.
- **Interests:** Playing Cricket, reading newspapers and articles, attending events and sessions.

## Personal Summary

An effective and Confident Communicator, self-starter with dedication and motivation required to succeed in a busy HR department.

Possessing an in-depth knowledge of HR process and procedures and will provide support to HR advisors and senior managers.

The ability to get along with both work colleagues and senior managers in addition of providing comprehensive administrative support in day-to-day operators of human resource department.

Presently looking to progress a career within a business [ type / industry] organization that rewards ability and hard work.

## Professional Experience

- Fully aware of the data protection act. Likewise, having known how to handle confidential data.
- Able to maintain high standards of work and meet deadlines.
- Can accurately enter sensitive computer data and update manual records as well.
- Having sufficient knowledge to develop a central data base for all employees of a company relevant HR documentation.

## PERSONAL

- A capable team player is able to make relationship with people at all level.
- Flexible, adoptable approachable and open to change.
- Can work on own initiative.
- Ability to multitask and priorities and key task.

## KEY COMPETENCIES AND SKILLS

- Constructs of employment.

- Absence management.
- Recruitment and selection.
- Performance Management.
- Attention to detail.

### **Key HR Subjects of BBA (Hons)**

- Principles of Management.
- Human Resource Management.
- Organization Theory and Behavior.
- Strategic human resource and management.
- Leadership.
- Project Management.
- Strategic Management.
- Recruitment and Selection.
- Training and Development.
- Business ethics
- Industrial relations
- Training and development.
- Entrepreneurship.
- Performance management.

