






Mansoor Khalid

Contact

-  mansoorkhalid241@gmail.com
-  +923068951041
-  Haripur, KPK, Pakistan

Courses

- Business communication
- Corporate social responsibility
- Principles of Marketing
- Cost accounting
- Financial Management
- Human Resources Management
- Performance Management
- Recruitment and Selection
- Change Management
- International HRM
- Human Resources Development
- Organization Development

Internship/Training

University of Haripur | HR Intern 9 weeks

Actively perform in following Department

- Recruitment and Selection
- Training and Development
- Establishment Section
- Diary and Dispatch Section

Skills

- Management Skills
- leadership
- Multi Tasking
- Critical Thinking
- Communication Skill
- Digital Marketing
- Problem solving
- Time Management
- MS Office

Languages

- Urdu
- English

Profile

Highly motivated recently graduate in HR management seeking a generalist role where I can apply my skills and experience in functional areas like hiring, enforcing policies and employee relations.

Education

- **University of Haripur**
Bachelor of Business Administration
Completed in 2023

Work Experience

Family Mart | Cashier

2017 – 2018

Manage transactions with customers using cash registers.
Scan goods and ensure pricing is accurate.
Collect payments whether in cash or credit.
Issue receipts, refunds, change or tickets.
Redeem stamps and coupons.
Cross-sell products and introduce new ones.

Family Mart | Accounts Manager

2018 – 2019

Updation of Daily payment sheet, supplier ledgers, daily sales reports
verification of sales and purchase voucher
Maintaining Petty Cash Statements, Daily Expense Book etc
Preparation of staff salaries and disbursement.

Blindspot LLC | Amazon virtual assistant

2020 – 2021

Dropshipping Product hunting
Product Sourcing
Product listing
customer negotiation

Shopify Store | Virtual assistant

2021 – 2023

Theme Customization	Digital marketing
Product Hunting	TikTok ads
Product listing	Facebook ads
Graphics designing	

Certifications

- Meta Digital marketing
- SAP Professional Fundamental
- Ai Essential

 **References can be provided upon request**