

Mahboob khan
DOB: 09/October/1998
Mobile: +92-333-1226563
E-mail: mahboobkhan3@outlook.com

Summary:

To excel in the industry & to serve the Organization to my full capabilities taking up challenging assignments, enhancing interpersonal skills, sincerity, team spirit & diligence at workplace that would lead to the fulfillment of personal & corporate goals.

Education

- Bachelor's in Business Administration (BBA Hons)
Quaid-i-Azam school of management sciences (QASMS)
Quaid-i-Azam University, Islamabad

Technical Skills

Enterprise Resource Planning (ERP):

1. **Leave Management System (L.M.S) (OGDCL)**
2. **SAP (System Analysis Program Development)**
 - a) Contract Management
 - b) Internal order
3. **Microsoft Office 365**

Experience Details:

Employer **PrimeHR (State Life Insurance Corporation Pakistan)**
Designation Facilitation and monitoring Officer
Duration December 2023 to Present
Location Loralai

Key Responsibilities:

- To facilitate the corporate and our program patients at concerned hospitals
- To do pre-operative and post-operative checking to avoid bogus transaction
- To present a weekly report to the Zonal Head.
- To address and resolve any issue or problem face by the hospital or the clients.

Employer **Oil and Gas Development Company Limited**
Designation Human Resource Officer
Duration March 2022 to February 2023
Location Islamabad

Key Responsibilities:

- To manage the existing contract in SAP and feed new contract in SAP
- Manage and update data of different projects in Microsoft excel.
- Monitoring Leave management system of CSR department
- Coordinating file management system CSR section at OGDCL
- Noting and drafting of CSR files first received at CSR department.
- Analyzing and conducting a policy test of case and decide either to sponsor or not the case.
- To manage external communication regarding the CSR projects.
- Assisting the Deputy Chief Officer in DRM assessments.

Employer **Oil and Gas Development Company Limited**
Designation Human Resource Intern
Duration July 2019 to August 2019
Location Islamabad

Employer **Zarai Taraqiati Bank Limited**
Designation Human Resource Intern
Duration November 2020 to April 2021- July 2018 to August 2018
Location Loralai

SCHOLASTIC PERFORMANCE & CERTIFICATION

LinkedIn:

- Earned a Microsoft Excel skill assessment badge.
- Earned a Microsoft Power point skill assessment badge.
- Earned a Microsoft Project skill assessment badge.

Certification:

- Human Resource Management by Great Learning (Online certification)

Intermediate in commerce (I. Com):

- **First Position** in I. Com throughout Baluchistan.

Languages

- English
 - Urdu
 - Pashto
- Fluent in all these languages