

Contact Information

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License. Valid LTV/Motorcycle

Muhammad Khalil khan

Permanent

Address/Domicile

North Waziristan Tribal
District Miran Shah.

Email

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OBJECTIVE

Looking for a challenging job in an organization where I can use my effort to the best of my ability and where my education specialized proficiency and capability would be valuable to the growth of organization and myself.

EDUCATION

MBA 3.5

Institute of Management Sciences Peshawar.

Sep.24th 2020

Majors: Human Resource Management

Research: The effect of knowledge management on organization culture

CGPA: 3.15

BA ECONOMICS

Quaid-e-Azam University, Islamabad.

October. 2016

CGPA: 2.8

HSSC (PRE-ENGINEERING)

Crescent public school and college

Aug. 2013

EXPERIENCE

- Working with MERF as an HR Officer from 1st February, 2023 and still employed.
- Being actively involved in recruitment by preparing job description, initiate VAF, managing the hiring process i.e. interviews, test, job offer, reference checks and orientation of new joiners.
- Prepare supporting documents for VAF, Offer Letter, Contracts and send HR-HO-Islamabad for approval.
- Participate in the interview panel.
- Draft offer letter, contract, and other HR correspondence and send HR-HO-Islamabad for approval.
- Distribute offer letter, contract and other HR correspondence to field staff; arrange their signing by staff, and ensure these are filed in relevant personnel files.
- Ensure Job description signed from all staff and placed in relevant employees personnel files
- Maintain and up to date Employees personnel file in Hard and as well as in the soft form
- Up to date HR Status, ensure all positions are filled on time and share the status with HR-HO-Islamabad on regular basis
- Maintain and update data base and share with HR-HO-Islamabad on regular basis

- Support to Finance Manager in the preparation of payroll with supporting documents
- Respond employee's queries related to HR, payroll, Final settlements and Leaves
- Assist Sr. Manager HR in performance appraisals
- Responsible and ensure all employees are registered with biometric attendance and putting their biometric attendance on daily basis
- Process Leaves application of employees, keep up date the record, and share with HR-HO-Islamabad on a regular basis
- Assist Sr. Manager HR for development and up-gradation of organogram
- Handle and support Health Manager in conflicts, disciplinary, and employee grievances issues and where necessary consult HR-HO-Islamabad for support.
- Investigate and prepare the case for warning letter and Terminations
- Ensure timely process of clearance and initiate the final settlements of leavers after clearance issue experience certificates by signing the document from HR-HO-Islamabad
- Communicate timely addition/ deletion for health/ life insurance to HR-HO-Islamabad on regular basis

- **Two years' experience in CERD as an HR Officer**

- Assisted with monthly reconciliations and Payroll Management
- Coordinated staff recruitment and Selection Process
- Record Keeping
- Minutes of Meeting
- Review of employee contracts and JDs
- Visiting all ongoing and planned field visits and trainings.
- Responsible for Organization events e.g., meeting, conferences
- Conducting staff performance evaluations.
- Maintain Employee Personal Files
- Preparing Employee Staff Lists
- Enlisting of employee on EOBI

- **Six Months Experience as an Assistant in Communication and Works.**

- Open files and keep a record of movements of files.
- Look after the work and duties
- Do such office work Sorting and sending mail
- Writing memoranda, reports, letters, and other items
- Maintaining files and dealing with other administrative support tasks
- Keeping an inventory of office supplies and ordering new ones as necessitated
- Answering phone calls and taking messages
- Scheduling meetings and managing calendars

SOFT SKILLS

Computer Skills

MS-Office
EViews

Languages

English (Advanced)
Urdu

Trainings.

- One week Management Workshop at institute of management sciences Peshawar.
- One month training in supply Chain Management
- Professional certification in Microsoft
- One month training on Business incubation and entrepreneurial development
- One month training on E-Commerce under Digital Skills for KP Initiative.
- One week training on Child Protection Facilitator
- One month training on Digital Marketing
- One month Training on Prevention of sexual exploitation and abuse (PSEA) by UNICEF

Facebook.... ([https://www.facebook.com/Khalil khan](https://www.facebook.com/Khalil%20khan))

Reference

Mr. Wajid Ali

HR Manager

CERD

Email. hr@cerdpakistan.org