

# Muhammad Latif

Admin, HR Logistics & Finance Officer



## Personal details



Muhammad Latif



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Tehsil Sui District Dera Bugti UC-1 Sui  
80000 Sui



January 1, 1996



Sui, Balochistan



LTV



Male



Pakistani



Married



linkedin.com/in/muhammad-latif-  
294019244

## Skills

Creativity

Interpersonal Skills

Critical Thinking

Problem Solving

Public Speaking

Team Work

Communication

Decision Making

## Profile

Seeking a challenging role within an esteemed organization that fosters personal and professional growth, leveraging my acquired expertise and skills, committed to make a significant impact on the organization's advancement with a strong emphasis on recognition and achievement.

## Employment

### Admin, HR, Logistics & Finance Officer

09/2022 - Present

Tameer-E-Khalaq Foundation, Dera Bugti

- Manage administrative tasks including organizing meetings, maintaining office supplies, and coordinating travel arrangements
- Handle day-to-day HR operations such as employee onboarding, offboarding, record-keeping, and managing employee benefits
- Assist in logistics management by coordinating shipments, tracking inventory levels, and liaising with suppliers
- Support finance-related activities including managing accounts payable/receivable, preparing financial reports, and assisting with budgeting
- Maintain accurate records and documentation for all administrative, HR, logistics, and finance-related activities
- Ensure compliance with company policies and procedures as well as legal requirements
- Provide general administrative support to the team as needed

### HR Coordinator

07/2018 - 06/2022

Rapid Medical Services, Rawalpindi

- Assist in recruitment and onboarding processes, including posting job openings, scheduling interviews, and conducting background checks
- Maintain employee records and ensure accuracy of data in HR systems
- Coordinate employee benefits programs and assist employees with benefit-related inquiries
- Prepare HR documents, such as employment contracts and termination letters
- Assist in organizing training programs and company events
- Handle employee inquiries regarding policies, procedures, and other HR-related matters
- Assist with payroll administration and ensure timely processing of employee payments
- Maintain compliance with labor laws and regulations
- Assist with performance management processes, including performance reviews and disciplinary actions
- Support the HR team in various ad-hoc projects as needed

## Internships

### Internee

07/2017 - 06/2018

Prime Minister's Internship Scheme, Dera Bugti

- Assist in managing the flow of paperwork.
- Assist and facilitate staff as necessary - whenever and however needed.
- keep Record Maintenance.

## Education

### Masters of Arts

09/2019 - 06/2020

Shah Abdul Latif University, Khairpur

Area of Study Strategic Studies, Public International Law, International Politics Since 1945, Field of Specialization (Areas Studies)

### Bachelors of Arts

09/2016 - 06/2018

University of Balochistan, Quetta

Area of Study Sociology, Political Sciences, Economics.

### DAE Mechanical

09/2012 - 06/2015

Construction Technology Training Institute, Islamabad

Area of Study Fuel System, Steering and brake System, Hydraulic System, Operation of Construction Machinery.

### SSC

09/2010 - 06/2012

Govt High School Bugti Colony, Sui

Area of Study Sciences.

## Courses

### Diploma of Information Technology (DIT)

03/2017

Business Applications.

MS-Word. MS-Excel.

MS-PowerPoint 2010

Internet Management & E-Commerce's-PowerPoint

## Languages

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English

Urdu

Balochi

Sindhi

Punjabi

## Certificates

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### **Certificate of Completion**

Prevention of Sexual Harassment and abuse of authority (2021 Version)  
UN & UN AGENCIES

2023

## References

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References available upon request.