



HAFIZ MUHAMMAD IQRAR

(Immediately available)

7 years relevant Professional experience

Contact Information

Email id raoiqrar2064@gmail.com
Cell No + 971 557369674
Visa Status Visit visa valid till November 18, 2020
Nationality Pakistani
Languages English, Urdu, Hindi, Punjabi
Marital Status Single

Education

MBA (HRM) 3.85/4 CGPA with UAE Labor Law Knowledge from Muhammad Ali Jinnah University (MAJU) Karachi

Objective

is to get a challenging job in a leading company for a dynamic position whereby I can enhance my career & skills to make the knack I posses contribute towards betterment of the organization & become a source to increase the bottom line of the employer.

Areas of Expertise

- ✓ HRM
- ✓ Procurement /SCM
- ✓ Administration & Coordination

Skills Profile

- ✓ Excellent written Communication
- ✓ Good verbal Communication
- ✓ MS Office (Outlook, Excel, word & Power Point)
- ✓ Proactive approach
- ✓ Quick adaptability & learning
- ✓ Interpersonal Skills
- ✓ Team Work
- ✓ Negotiation
- ✓ Persuasive skills
- ✓ Multitasking
- ✓ Time Management
- ✓ Pressure handling

WORK EXPERIENCE

Jr. Executive (HR/ Administration)

Pakistan Atomic Energy Commission, Pakistan

(2016-2020)

Responsibilities relating to HR activities

- ✓ Dealing with day to day HR operations / activities and attending personnel's queries
- ✓ HR Data updating, Preparing & Managing personal Files
- ✓ preparing Pay roll / Muster Roll on monthly basis
- ✓ Notification of Pay fixation , termination of Probation period & Annual Increments
- ✓ Orientation and on-boarding of the newly hired employees
- ✓ Preparing correspondences of for all kind of cases relating to Personnel matters (Housing, worker welfare cases , GPF, EWF, FEBF etc Medical reimbursement or panel hospital cases, Training (both on job and off job) & Development
- ✓ Overtime, Attendance, Leave Management (LFP, LHP, CL, ML & other leaves)
- ✓ Performance evaluation maintaining ACRs, PERs or Appraisals, Service Books etc.
- ✓ Assisting in Conduction of Recruitment & Selection process
- ✓ Job posting followed by Issuing call letters for interview to the potential candidates
- ✓ Preparing & Issuing offer/ Appointment letters after selection
- ✓ Carrying out all the Joining formalities & preparing personnel files
- ✓ Employee relations , Disciplinary proceedings Grievance Handling & exit formalities
- ✓ Dealing with Promotion process of the staff in line with the prescribed service structure and internal & external transfers and postings

Responsibilities relating to Administration

- ✓ Carrying out day to day activities relating to administrative works
- ✓ Attending & receiving the guests and customers visiting the office
- ✓ Doing all types of written work relating to policies , procedures , official correspondences and their dissemination to all the internal stakeholders in the form of memos and circulars
- ✓ Preparing and disseminating all types of minutes of meetings

- ✓ Daily DAK disbursement to concerned ones
- ✓ Travel arrangements for official Tours with pre & post tour documentation
- ✓ Fleet Management, Drivers, Duty Slips, Movement Register and Log Books etc.
- ✓ Dealing with the payment of utility bills of the office as well as official accommodations
- ✓ Petty cash & Office stationery handling, reimbursement of advance drawn by the officials
- ✓ Coordinating with internal as well as external stakeholders and attending their queries accordingly in personal or over telephone/email

Admin Assistant (Procurement)

Pakistan Atomic Energy Commission, Pakistan

(2014-2016)

Responsibilities relating to Procurement

- ✓ Handling & carrying out all the activities involved in purchasing & procurement Process i.e. PROCURE TO PAY (P2P) CYCLE in written and practically
- ✓ Material Requisition /Indent handling & processing
- ✓ Enquiry issuance /bid calling or inviting quotations (RFP or RFQ).
- ✓ Having all types of negotiations with the suppliers regarding rebate /discount, validity of offer, delivery period & payment mode etc. in written or over telephone
- ✓ Preparing Comparative Statements (CST) purchase proposal / draft (DFA)
- ✓ Complying with all the pre-requisite formalities of purchase case like earnest money (EM) by setting terms & conditions quoted by suppliers/vendors
- ✓ Getting approved the proposal by the competent authorities
- ✓ Issuance of Supply/purchase order (PO) with mutually agreed terms & conditions
- ✓ Coordinating with suppliers and internal stakeholders to get in time delivery
- ✓ Arranging and managing transportation & logistics for purchased store
- ✓ Liaising with W/H, logistics, accounts and other sections relevant to procurement
- ✓ Collection of invoices, Bill processing in line with prescribed procedures
- ✓ Preparing SD Notes for onward processing to warehouse for getting SRVs
- ✓ Getting prepared (SRVs) /Goods Receipt Advice (GRA) from warehouse for making payment to the vendors after successful completion of the supply
- ✓ Dealing with post purchase & procurement activities i.e. liquidated Charges, EM etc.

Resume summary

I am a self motivated, strong believer of fairness in dealings, self made qualified individual with strong academic background looking for an opportunity to join a leading organization for a momentous position whereby I can enhance my career & skills. I do possess strong written communication skills with plenty of exposure & experience in different facets of management (Procurement / SCM, HRM, Administration & Coordination) and the desired capability to carry out all the activities mentioned above in an extremely professional way.



Mohammad Ali Jinnah University

To all persons be it known that

Hafiz Muhammad Iqbal

having completed the prescribed studies and satisfied the requirements for the degree of

Master of Business Administration

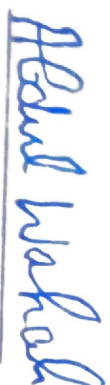
in the year 2014


has been admitted to the said Degree with all the rights, privileges and immunities thereunto appertaining.

In witness whereof, the Board of Governors, Mohammad Ali Jinnah University has caused this Degree to be signed by the duly authorized officers of the University with its seal affixed at Karachi, Pakistan, this fourth day of February, 2015.




Dean


Abdul Wahid
President


Chancellor

14580

الإمارات العربية المتحدة
UNITED ARAB EMIRATES

Date: 14/01/2018 11:31
No: 180457804134
Fee: \$ 41
الرسوم: 41 درهم إماراتي
مستحق على صفة مدير توفيق
برفراة خارجية جمهورية باكستان الإسلامية
دون كمال في مسؤولية تمام المطرود

06954500

FOREIGN AFFAIR

Rs 800

Mulla Shar Ahmed Memon
Deputy Director (Attestation)
Higher Education Commission
Regional Centre, Karachi
22 AUG 2016

The Ministry is not responsible
for the contents of the document
COUNTERSIGNED

Syed Shoaib Hussain
Protocol Officer
Ministry of Foreign Affairs
(Comp Office, Karachi)

Verified
Tahir Ahmed Siddiqui
Controller of Examinations
Muhammad Ali Jinnah University
Karachi



Mohammad Ali Jinnah University Karachi

Academic Transcript

Serial # 004339

Student Name			Father's Name	Date of Birth		
Last	First	Middle	MUHAMMAD ISHFAQ	MM	DD	YY
IQRAR	HAFIZ	MUHAMMAD		05	23	1984
Program			Registration #	Date of Issue		
MBA			FA11-MB-0060	11	06	2014

Semester	Course Code	Course Title	Credit Hours	Marks	Letter Grade	Grade Points	Term GPA	Cum. GPA
FALL 2011	ACCT 2023	Financial Accounting	3	82.00	B+	10.5	-	-
FALL 2011	COMM 3003	Business Communication	3	80.00	B+	10.5	-	-
FALL 2011	IT 2003	Introduction to IT	3	87.00	A	12	-	-
FALL 2011	MGMT 2003	Introduction to Management	3	89.00	A	12	-	-
FALL 2011	QM 7003	Business Mathematics and Statistics	3	88.00	A	12	-	-
Total (FALL 2011)			15	-	-	57	3.80	-
Total Earned to Date			15	-	-	57	-	3.80
SPRING 2012	ACCT 2033	Cost Accounting	3	88.00	A	12	-	-
SPRING 2012	FIN 3003	Introduction to Business Finance	3	89.00	A	12	-	-
SPRING 2012	MIS 7003	Introduction to MIS	3	78.00	B+	10.5	-	-
Total (SPRING 2012)			9	-	-	34.5	3.83	-
Total Earned to Date			24	-	-	91.5	-	3.81
FALL 2012	FIN 5053	Financial Management	3	87.00	A	12	-	-
FALL 2012	HRM 7143	Recruitment and Selection	3	80.00	B+	10.5	-	-
FALL 2012	MGMT 2013	Human Resource Management	3	87.00	A	12	-	-
FALL 2012	MKTG 4033	Marketing Management	3	87.00	A	12	-	-
Total (FALL 2012)			12	-	-	46.5	3.88	-
Total Earned to Date			36	-	-	138	-	3.83
SUMMER 2013	ECON 2003	Microeconomics	3	87.00	A	12	-	-
SUMMER 2013	ECON 2013	Macroeconomics	3	80.00	B+	10.5	-	-
Total (SUMMER 2013)			6	-	-	22.5	3.75	-
Total Earned to Date			42	-	-	160.5	-	3.82
FALL 2013	ACCT 5023	Managerial Accounting	3	80.00	B+	10.5	-	-
FALL 2013	HRM 7133	Organizational Development	3	88.00	A	12	-	-
FALL 2013	LAW 7133	Business and Banking Laws	3	81.00	B+	10.5	-	-
Total (FALL 2013)			9	-	-	33	3.67	-
Total Earned to Date			51	-	-	193.5	-	3.79

Mohammad Ali Jinnah University, Karachi

Academic Transcript (Continued)

Serial # 004339

Student Name			Father's Name	Date of Birth		
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IQRAR	HAFIZ	MUHAMMAD		05	23	1984
Program			Registration #	Date of Issue		
MBA			FA11-MB-0060	11	06	2014

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SPRING 2014	BUS 5983	Managerial Policy	3	93.00	A	12	-	-
SPRING 2014	HRM 6023	Human Resources Information System	3	87.00	A	12	-	-
SPRING 2014	HRM 7153	Compensation Management	3	87.00	A	12	-	-
SPRING 2014	HRM 7523	Strategic HRM	3	90.00	A	12	-	-
SPRING 2014	MGMT 3003	Organizational Behavior	3	87.00	A	12	-	-
Total (SPRING 2014)			15		-	60	4.00	
Total Earned to Date			66		-	253.5	-	3.84
SUMMER 2014	MKTG 4023	Marketing Research	3	87.00	A	12	-	-
SUMMER 2014	QM 7023	Statistical Inference	3	95.00	A+	12	-	-
Total (SUMMER 2014)			6		-	24	4.00	
Total Earned to Date			72		-	277.5	-	3.85
Total Credit hours earned : 72			Percentage : 86			CGPA : 3.85		

The student has successfully completed all requirements of Master of Business Administration degree.



Controller of Examinations

End of Transcript