

# Noman Abid

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## Profile

As a highly motivated graduate, I have gathered a range of experiences during my studies. With such a diverse curriculum, I have become skilled in many areas both theoretically and practically. A combination of my previous work experience, qualification and continuous need to develop personally and professionally demonstrated that I enjoy challenges and always rise to meet my own expectations and those of my employer. I am currently seeking a role in the field of Public Administration or Human Resource Management, where I can serve the organization and establish a long-term career for myself.

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## Employment Experience

**HR Assistant, Aina E Qismat TV (pvt) Ltd.**

**Oct 2021 – June 2022**

Being an HR Assistant for AQ TV, my major responsibilities included:

- Perform administrative duties such as maintaining employee database and sorting e-mails for the HR department.
- I was responsible for offering training and development programs, supported the management of disciplinary and grievance issues and actively participated in recruitment by preparing job descriptions and posting ads.
- Assist HR manager in policy formulation, hiring and salary administration.
- Process documentation and prepare reports relating to activities (staffing, recruitment, training, grievances and performance evaluation).
- Coordinate HR projects (meeting, training and surveys).

**HR Assistant, Mahmood Pharmacy**

**Aug 2018 – Nov 2020**

- I supported the development and implementation of HR initiatives at Mahmood Pharmacy.
- Produce and submit reports on general HR activity.
- Being the HR Assistant I was also responsible for maintaining organized and up-to-date HR files.

- I also supervised performance management processes and maintained employee records (electronically and digitally).
- Keep up-to-date with the latest HR trends and best practices.

#### **Assistant Marketing Manager, Property Bank (Pakistan)**

**April 2017 – March 2018**

- Initiated sales and marketing activities, including phone calls, e-mails, online postings and face to face meetings, designed to engage prospective new customers. Meet with clients to assess their property needs and assist them in assessing options for making sure that they receive the best rate/terms.
- Generated lists of properties that meet the buyer's needs, acted as an intermediary for discussions between buyers and sellers and created documents like representation contracts, purchase agreements, closing statements.

## **Education and Qualifications**

- **Punjab College of Information Technology**

**2010 – 2012**

Intermediate/A – levels

Modules included: Chemistry, Physics, Mathematics, English

- **Bahauddin Zakariya University, Pakistan**

**2018 – 2020**

Bachelors in Arts

Description: A university degree that focuses on subjects within the liberal arts, humanities, social sciences, languages and culture.

- **Virtual University, Pakistan**

**2021 – 2023**

Masters in Public Administration (continued)

Course majors: Human Resource Management, Total Quality Management, Performance Management, Training and Development.

Description: Master of Public Administration (MPA) program offered by Department of Management Sciences has been designed to prepare the individuals who intend to serve as managers in the executive arm of local, provincial, federal governments, non-governmental, and nonprofit organizations.

## Key Skills

- **Communication and Teamwork:**

My degree and work experience enable me to socialize with not only people of different age groups but also people from different cultures. I have developed confidence in communicating with others and working with a wide range of peers.

- **Project Management**
- **Service Management**
- **Reporting Skills**
- **Maintaining Employee Files**
- **Confidentiality**
- **Teamwork**
- **Sales and Marketing**
- **Written and Oral Communication**
- **MS word**
- **Ms Excel**
- **PowerPoint**
- **Fluent English**