



Contact

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Ghauri Town, Islamabad

Education

- **Masters MS.c Mass Comm**
AIOU, Islamabad
- **Graduation : Mass Comm**
AIOU, Islamabad
- **Intermediate : Fundamental of Arts**
Govt. Degree College for Boys, RWP
- **Matriculation: Science**
Pakistan Model secondary School, RWP

Certifications

- **Basic IT/Computer Course 03 Months**
- **Computer Hardware, Software & Networking Diploma (01 Year)**
- **Librarianship Certificate , AIOU**

Skills

- Administration & Management
- Strong decision maker
- Complex problem solver
- Service-focused
- Innovative & Creative

Hobbies

Travelling & Exploring New Places
Photography, Videography
Graphic Designing etc

KASHIF MINHAS

Career Objective

I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. I want to excel in every field with hard work, perseverance and dedication. I want a highly rewarding career where I can use my skills and knowledge for organizational and personal growth.

Work Experience

● Admin & HR Manager at Ideal Movers (03 Years)

- Maintaining physical and digital personnel records like employment contracts and PTO requests
- Update internal databases with new hire information
- Create and distribute guidelines and FAQ documents about company policies
- Gather payroll data like bank accounts and working days
- Publish and remove job ads
- Schedule job interviews and contact candidates as needed
- Prepare reports and presentations on HR-related metrics like total number of hires by department
- Develop training and onboarding material
- Respond to employees' questions about benefits (for example, number of vacation days they're eligible for)

● Assistant Manager at E-Tech Solutions (05 Years)

- Job Postings & CV Short Listing
- Call for Interviews
- Conducting Interviews for employment
- Employee Record Maintenance
- Registration of Vendors
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Book travel arrangements
- Submit and reconcile expense reports
- Liaise with executive and senior administrative assistances

● IT/Admin Assistant at Shaheen Foundation, PAF (05Yrs)

- Trouble Shooting & Installation of Hardware and Software,
- Maintenance of the Computers
- Handling of LAN & WAN Network.
- Letters Emails Typing, Mail Handling,
- Helping in Presentation preparations,
- Maintenance of office record
- Additionally Severed as "PA to DGM"