



Muhammad Saleem

Passport: KL5754261 **Nationality:** Pakistani **Date of birth:** 15 Feb 1992

Place of birth: Mardan, Pakistan ☐ **Phone number:** (+92) 3005844820

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☐ **LinkedIn:** [Muhammad Saleem](#)

☐ **Home:** Village & P.O Chargulli, Muhallah School chargulli Adda Tehsil Rustam District Mardan, 23200 Mardan (Pakistan)

☐ **Work:** Office# 101, First Floor Wali Heights Sector-B Zaraj Housing Society Opposite GIGA Mall Islamabad., Islamabad (Pakistan)

WORK EXPERIENCE

☐ **Farm Aid Group (FAG Pharmaceuticals) – Islamabad, Pakistan**

City: Islamabad | **Country:** Pakistan

Manager HR / Admin

[26 Oct 2023 – Current]

Develop and implement HR strategies aligned with overall business strategy.

Maintain employee records and manage HRMS/HRIS systems.

To manage Company Accounts receivable & Payable.

Administrative worked on factory base and Head office.

Monitor HR-related budgets including recruitment, benefits, and training costs.

Introduce Employee Health Insurance, Sale Team Fuel Fleet Card.

Participate on University Career Fair to conduct Student Interview for Internship and Jobs.

☐ **BBK Foods Hattar – Hattar Haripur, Pakistan**

City: Hattar Haripur | **Country:** Pakistan

Admin and Accounts Officer

[29 Sep 2022 – 25 Oct 2023]

Coordinate with sales team, Invoicing and journal entries in customer ledger.

Salaries and compensation of sale tam,

Finish good inventory management, and update in soft wear.

Customer ledger reconciliation.

Filing important documents and communicating relevant information.

To motivate sales staff to achieved monthly target.

Handle administrative duties and promote customer satisfaction.

☐ **Zimindar Chemicals and Fertilizer Pvt LTD – Chiniot , Pakistan**

City: Chiniot | **Country:** Pakistan

Admin & Accounts Officer

[5 Jan 2020 – 17 Aug 2022]

Petty cash management and banks dealing.

Payroll Management

Finish good inventory management, and update in soft wear.

Customer ledger reconciliation.

Employee Data base and biometric update

□ **Al Hashim Lubricants Hattar – Hattar Haripur , Pakistan**

City: Hattar Haripur | **Country:** Pakistan

Admin & finance manager

[5 May 2019 – 31 Dec 2020]

Maintained a professional, organized and safe environment for employees and patrons.

Enhanced operational efficiency and productivity by managing budgets, accounts, and costs.

Banks dealing and statements reconciliation.

Monthly profit and loss statements, cash flows, deal with govt institution EOBI, Social Securities and other industrial institutions.

Factory Management, Employee relation.

□ **The Artisan Vapor Company Islamabad – Islamabad, Pakistan**

City: Islamabad | **Country:** Pakistan

Finance Officer

[18 Oct 2018 – 30 Apr 2019]

Sales Invoicing and journal entries.

Salaries and compensation of Branch Staff.

Inventory management, and update in software.

Banks Dealing, Petty cash managements, monthly and weekly base progress report of a branch.

□ **Foundation University Islamabad – Islamabad, Pakistan**

City: Islamabad | **Country:** Pakistan

Office Assistant (Internee)

[10 Jul 2017 – 25 Feb 2018]

Clerical work and administrative work of the Dean office.

Used coordination and planning skills to achieve results according to schedule.

Office item requisition such as stationary, furniture etc. office management,

Filling Important File and Documentation.

EDUCATION AND TRAINING

BS Banking Finance

Abdul Wali Khan University Mardan [19 Sep 2011 – 14 Sep 2015]

City: Mardan | **Country:** Pakistan | **Website:** www.awkum.edu.pk

PIPD CHRP

Pakistan Institute of Professional Development [9 Jul 2025 – Current]

City: Islamabad | **Country:** Pakistan | **Website:** <https://www.pipd.pk/> | **Field(s) of study:** Human Resource Certification | **Level in EQF:** EQF level 2

LANGUAGE SKILLS

Mother tongue(s): Pashto

Other language(s):

Urdu	English
LISTENING C1 READING C1 WRITING C1	LISTENING A2 READING B1 WRITING A2
SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1	SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Microsoft Office / Microsoft Word / Microsoft Excel / Zoom / Communication / Team work / Management / Computer / Technical

HONOURS AND AWARDS

[11 Jun 2025] Riphah International University

Riphah International University Career Fair-2025

Participate on job fair-2025, Conduct Student Interview, Career Consultancy, Meet with alumni

[23 Apr 2025] Abdul Wali Khan University

Awkum Jobs Fair-2025

Participate on job fair-2025, Conduct Student Interview, Career Consultancy,

[10 Jun 2024] Axon Pharma

Accuracy and Attention Award

CONFERENCES AND SEMINARS

[1 Feb 2026 – 1 Feb 2026] Islamabad

Sale Management

One day seminar about sale processing and Management presented by Dr. Arif Siquide

[17 Apr 2025 – 20 Apr 2025] Muree

Neuro-Linguistic Philosophy

3 Day Training seminar about NLP+ hosted by Dr. Arif Sadique.

[17 May 2025 – 17 May 2025] Islamabad

Stress Management

Axon Pharma conducting one day Stress Management workshop hosted by Dr. Tayyaba Malik

[24 Feb 2025 – 24 May 2025] Islamabad

My Public Speaking

3 month Training at FAG Pharmaceutical Head Office. Trainer Mr.M.Irfan Yousaf Qureshi

SOCIAL AND POLITICAL ACTIVITIES

[1 Jan 2019 – Current] Pakistan Mardan

Founder and member

Falahi Tanzim Nojawanan Chargulli a self based social welfare organization aim of this organization to help the community of our area. Provide better Education resource and links for scholarship, work on poverty, Better Health

HOBBIES AND INTERESTS

Learning

Learning for Personal Development.

Career Growth