



RESUME

MIRZA SHAUKAT MAJEED

Objective: To enhance my knowledge, capabilities and experience by working in a dynamic Organization that provides itself in giving substantial responsibility to the new talent.

PERSONAL INFORMATION		PROFESSIONAL EXPERIENCE 23 YEARS in PAKISTAN AIR FORCE	
e-mail : mughalline08@gmail.com Cell No : 092 -3205834466 CNIC No : 34501-2036068-9 Date of Birth : 26 Aug, 1979 Nationality : Pakistani Religion : Islam Marital Status : Married Domicile : Punjab (Distt Narowal) Present Address : Al-Noor Colony St 10A H#344C KRL Road RWP		QUALIFICATION MSc (2016 -2018) 1 st Div (Accounting & Finance) Bahauddin Zakariya University, Multan B.Com (1996 -2000) 2 nd Div (Accounting, Audit, Statistics, Finance) University of the Punjab, Lahore D.Com (1994 -1996) 2 nd Div (Accounting, Eng shorthand, Commerce) Punjab Technical Board of Edu, Lahore Matric (1992 -1994) 1 st Div (Physic, Bio, Chemistry, English, Math) B I S E, Gujranwala	
KEY SKILLS		PROFESSIONAL QUALIFICATION	
Management: Office Manager HR Manager / HR Executive Administration: Administration Manager Secretarial Assistant Skills Computer Skills (MS Word, PowerPoint, Excel) Inter-Personal Executive skills, Accounts & Audit Instructional Skills Intelligence Skills (Air Int - Monitoring & Evaluations)		Management Course for Junior Executive Level (Air University, Islamabad) Computer Course (MS Word / Power Point / Excel) Military Leadership & Command Course, PAF Certificate of Administration & Management, PAF Secretarial Assistant Diploma, PAF Certificate of Training (Supervisory Course), PAF	
PROFESSIONAL SKILLS & CAPABILITIES			
MANAGEMENT			
HUMEN RESOURCE MANAGEMENT		OFFICE MANAGEMENT	
To assist in the recruitment process To manage the full recruitment cycle, including planning, postings, screening, testing, interviewing & selection To conduct employee orientation sessions & facilitated training programs to support professional development Ability to effective planning to manage HR performance, management, Personal well being To prepare & monitor the daily attendance records To prepare and processing of payroll with SOPs To maintain daily & monthly leave records in Soft & Hard To facilitate the onboarding process of new employees To assist in HR daily task and activities Overseeing employee off boarding process with final settlement Handling of employee's issues by providing a positive workplace culture		Leadership of the team with excellent managerial skills Maintain a safe work environment with quality standards Manage, Train and Develop the employees Excellent organizational / time-management skills Organizing the work schedules clerically Working knowledge of policies and office procedures. Liaising with clients and Running errands Scheduling meetings, creating agendas, record minutes Assisting the process of new personnel & providing training Overseeing and interpreting the policies and procedures. Handling of documents & record (Top Secret) Excellent interpersonal and communication skills Excellent knowledge of office management Strong analytical and organizational skills Employee performance reviews	

INTER-PERSONAL EXECUTIVE SKILLS

Discretion and confidentiality to the related matters
Excellent written, Interpersonal & Communication Skills
Maintaining Filing system, in / out correspondence
Drafting letters, Minutes, Briefings, Reports etc.
To prepare presentations as required
Ability to be resourceful and proactive as required
Ability to multitask and prioritize daily workload
Liaising with clients and Running errands
Manage diary & Make travel arrangements
Schedule meetings
To maintain & prepare the daily agenda
To Oversee & monitor the day-to-day matters

ADMINISTRATION

To Organize, Plan, Lead and Monitor the Admin policies & procedure
Develop & implementation the policies to maintain the Org. efficiency
To maintain & update the Assets (Building / Furniture & Fixtures etc)
To Manage inventory and maintain record as per SOP
To maintain and monitor the Admin related security matters
Schedule the housekeeping activities for implementation
To ensure timely invoicing and preparation of reports
Preparing, implementation & monitoring the security deployment
To Collaborate with clients & other stakeholders for quick response
To Oversee, implement & monitor the day- to- day admin operations
Managing and initiate in-House event arrangements
Keep employees records (Physical & Digital) as required
To manage and supervise support staff
Strong written and oral communication skills
Handling the complex situations independently

ACCOUNTS

&

AUDIT

Reconcile invoices and identify discrepancies
Handle petty cash book, general bills Receipts & payments
Process reimbursement forms & prepare bank deposits
Supervising day to day staff activities & relevant matters
To oversee, implement & monitor the day-to-day affairs
Procurement
(Sourcing, Negotiating, Receiving & Inspecting) Relationship, Time Management, Understanding of sustainability
Planning, performing, reporting, and supervising audit tasks
Keeping abreast of evolving audit techniques / practices
Performance under the guidance of the Chief Audit Officer
Preparing audit programs and execute as comprehensively
To maintain the Record Keeping & Inventory Record

INTELLIGENCE / SECURITY (with MONITORING & EVALUATIONS) SKILLS

To maintain the basic intelligence & security responsibility for all-sources
To maintain & implement the order & discipline under the rules & regulations
Handling of Top Secret documents, records & informations
To ensure the safety and security of a property, people, and assets
To monitor security system, responding emergencies well in-time
To monitor the access points, patrolling / observations
To report incidents, provide assistance and make necessary investigation
Collection, correlation & interpretation of data from multiple sources
To develop and maintain liaison with other Intelligence Agencies
To utilize Human Intelligence sources to gather information
Surveillance, Reconnaissance, and Protocol Duties
To supervise the training of employees and support staff
Handling the complex situations independently
Strong written and oral communication skills as required
To prepare detailed reports and briefings as per SOP
To maintain knowledge of cultures
To perform additional duties as required

LANGUAGES

English
Urdu
Punjabi

HOBBIES

Reading
Cricket