



Muhammad Saad Anwar

HR & Admin Manager

PROFILE:

Results-driven and versatile HR and Administration Manager with over 6 years of experience in managing human resources, office administration, and organizational development. Skilled in recruitment, employee relations, policy implementation, payroll coordination, and compliance with labor laws. Proven ability to streamline HR processes, foster a positive work culture, and oversee administrative functions including vendor management, facility operations, and documentation control. Adept at aligning HR strategies with institutional goals and providing high-level support to senior management. Committed to operational excellence, team development, and continuous improvement in workplace efficiency.

CONTACT

PHONE NUMBER: +923445231771

EMAIL ADDRESS:

Saadanwer608@gmail.com

PROFESSIONAL QUALIFICATION

- MBA (HR)
- Course Certificate from University of Minnesota (Prepare to Manage HR)
- Course Certificate from University of Bocconi (International Leadership and Organizational Behaviour)

WORK EXPERIENCE

Aquarius Feeds & Chemicals

HR & Admin Manager

(Sep 2021 to Present)

JOB RESPONSIBILITIES:

- Maintain and update employee records, contracts, and personal files.
- Handle staff grievances, disciplinary actions, and conflict resolution in line with HR policies.
- Foster a positive work environment and support employee engagement initiatives.
- Ensure adherence to HR policies, labor laws and regulations.
- Maintain training records and feedback for improvement.
- Oversee office management tasks including filing, scheduling, supplies procurement, and facility upkeep.
- Support the in administrative planning and coordination.
- Prepare reports, meeting minutes, and HR analytics for management.
- Act as a liaison between management and staff.
- Ensure timely communication of HR notices, updates, and policy changes.

APSACS Askari 14

Science Teacher

(March 2019 To Jul 2021)

JOB RESPONSIBILITIES:

- Plan, prepare, and deliver engaging science lessons that align with the curriculum.
- Use a variety of teaching methods to meet different learning styles and abilities.
- Maintain a safe, orderly, and respectful classroom environment.
- Develop and administer tests, quizzes, and lab activities to evaluate student progress.
- Organize and supervise practical laboratory sessions
- Stay updated with the latest developments in science and educational methods.

EDUCATION

- **MBA:** HR (NUML Islamabad)
- **MSc:** Physics (FUUAST Islamabad)
- **Graduation:** B.Sc (Double Math & Physics)
- **Intermediate:** Pre engineering(BISE) Rawalpindi Pakistan
- **Matriculation:** Science (BISE Mirpur AJK) Pakistan
- **Computer Skills:**
Microsoft Office Automation (Word, Excel, PowerPoint)

PERSONAL INFORMATION

- **Father Name:** Muhammad Anwar Khan
- **City:** Rawalpindi, Punjab
- **Marital Status:** single

PROFESSIONAL WORK SKILLS

- Proficient in managing grievances, disciplinary issues, Self-motivated, rational and realistically target oriented person with innovative talent.
- Strong command over Physics, Chemistry, and/or Biology as per IGCSE and O Level curricula.
- Deep understanding of Cambridge
- Edexcel syllabus content, exam structure, and marking schemes.
- Expertise in modern teaching strategies like inquiry based learning, flipped classroom, and concept-based instruction.
- Proficient in using digital tools for teaching (e.g., Google Classroom, MS Teams, interactive simulations).
- Ability to integrate multimedia resources and online platforms to enhance learning.
- Ability to design effective formative and summative assessments.
- Open to feedback and committed to professional development through courses, workshops, and updated teaching practices.
- Applies problem-solving techniques to classroom challenges.