

ZAHID IQBAL

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Objective:

Seeking a challenging position in a dynamic and collaborative environment with a reputable organization, aiming to leverage my skills to contribute effectively and play a key role in achieving the organization's objectives.

Career History:

CSD Head Quarter (Sami Government)

Assistant | May-2023– Present

- Adjustment of the consolidated transaction of Civil Organization.
- Dealing with the customer for adjustment of installment.
- Prepare Monthly Sales report.
- Maintain backup for sale Reports & Civil Org's data.
- Follow up with client for complaint & Issue.

FIST Security Company (Pvt) Ltd.

HR / Account Coordinator (North) | March 2019 – April-2022

- Prepared and managed data for various projects.
- Maintained leave and attendance records.
- Managed invoicing and accounts receivable/payable.
- Handled day-to-day accounting activities and maintained financial records.
- Organized and maintained files for new hires and staff.
- Managed Nominal Rolls and firing records.
- Prepared EOBI and Social Security data.
- Maintained fuel records.

FSMS [Facility Specialist & Multi Service (Pvt) Ltd]

Coordinator (USAID Project) | September 2017 - February 2019

- Compiled and organized data for the Tetra Tech Project.
- Managed leave and attendance records.
- Maintained records of all purchase orders.
- Coordinated with various personnel including guards, drivers, CPOs and supervisors.
- Conducted one-on-one meetings with employees to address rule violations.
- Managed office equipment inventory.

FSMS (Facility Specialist & Multi Service (Pvt) Ltd.)

HR Officer / Recruitment Officer | May 2015 - August 2017

- Recruited supervisors and guard force based on client demands.
- Maintained personnel files and ensured compliance with company policies during recruitment and training.
- Prepared and submitted training reports on weekly and monthly basis.
- Managed NADRA verifications, Nominal Rolls and firing records.
- Provided support to GM HR and fostered communication with direct and indirect staff.
- Oversaw personnel in achieving ISO 18788, ISO 9001 and PC-A1 certifications.
- Maintained comprehensive records for the PTF north staff.
- Managed and tracked employee leave and attendance.
- Generated monthly establishment reports.
- Collaborated effectively with all HR officers to ensure smooth coordination.

UNILEVER

Area Sales Manager | Aug 2013 – December 2014

- Orchestrated the maintenance and growth of product sales, consistently surpassing targets and objectives.
- Strategically assigned territories to sales representatives, optimizing market coverage.
- Demonstrated exceptional customer service by catering to the requirements of existing clientele.
- Spearheaded the recruitment and training of sales personnel, fostering a high-performing team.
- Provided comprehensive reports to Senior Management, contributing to informed decision-making.

ZONG (CMPAK)

Customer Service Officer | June 2012 - July 2013

- Effectively managed customer inquiries, complaints, questions and requests for payment extensions.
- Skillfully handled challenging calls, defusing tense situations, rebuilding trust and identifying appropriate resources.
- Prioritized problem resolution and formulated optimal solutions tailored to each situation.
- Collaborated seamlessly with internal teams to meet and exceed targeted business objectives.

Education:

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|----------------------|---|--|--------|
| ➤ MBA (Finance) | - | University of Northern Nowshera Cantt | - 2011 |
| ➤ BA (Inter Science) | - | GPGC Nowshera (University of Peshawar) | - 2008 |
| ➤ FA (Inter Science) | - | GPGC Nowshera (BISE Mardan) | - 2006 |
| ➤ Matric (Science) | - | GHS Sabir Abad Karak (BISE Kohat) | - 2004 |

Skills:

- Accounting and Financial Management
- Data Management and Analysis
- HR and Recruitment
- Coordination and Communication
- Record Keeping and Filing
- Administration
- Business Communication Programs
- Marketing and Sales
- Health & Safety
- Consumer Behaviorism
- MS Office Suite / Web surfing

Language:

- | | | |
|-----------|---|---------------|
| ➤ English | : | Excellent |
| ➤ Urdu | : | Excellent |
| ➤ Pashto | : | Mother tongue |

References:

- Available upon request.