

Muhammad Daniyal Ashiq

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Objective

Seeking a position in an organization that provide continuous learning and utilize individual skills.

Experience

HR Officer

January 2024 to Date

Air University Islamabad

Recruitment of Regular Faculty Members

- Participated in the recruitment process for regular faculty members across various departments.
- Assisted in developing job descriptions and criteria for candidate selection.
- Conducted interviews and evaluations to assess the qualifications and fit of potential candidates.
- Contributed to the final selection and appointment process, ensuring adherence to institutional policies and diversity goals.

Promotion of Tenure Track System Faculty

- Reviewed and evaluated tenure-track faculty members for promotion based on research, teaching, and service records.
- Provided feedback and recommendations to faculty members on areas of improvement for future promotion considerations.
- Worked with departmental and institutional leadership to ensure transparent and fair promotion processes.
- Supported faculty in meeting promotion requirements through mentoring and professional development initiatives.

Interim Placement of Fresh Ph.D. (IPFP)

- Coordinated the Interim Placement Program for fresh Ph.D. graduates, facilitating their transition into academic roles. (HEC funded Project)
- Collaborated with departments to identify placement opportunities and match candidates with appropriate positions.
- Provided guidance and support to newly placed Ph.D. graduates, helping them integrate into the academic environment.

Mentorship Program for Newly Hired Faculty

- Monitored the progress and effectiveness of the mentorship relationships, making adjustments as needed to ensure the program's success.

Compensation & benefits Administration

- Facilitated employee enrollment in Medical Insurance, ensuring timely processing of claims and disbursement of cheques.
- Managed enrollment of employees in the Contributory Provident Fund (CPF), maintaining accurate records and compliance with regulatory requirements.
- Handled employee onboarding for the HBL Voluntary Pension Scheme (VPS); coordinated with HBL Asset Management to manage contributions and resolve related queries.

Resigned Cases, NOCs, Employment Letters, Leave Encashment

- Managed faculty resignation cases, ensuring smooth processing and compliance with institutional policies.
- Handled the issuance of No Objection Certificates (NOCs) and employment verification letters for departing faculty.
- Coordinated the processing of leave encashment, ensuring accurate calculations and timely disbursement.

Office Assistant

Jan 2020 to Dec 2023

Higher Education Development Project (HEDP) (World Bank Funded Project)

Higher Education Commission

- Grants Management – Assist 5 grants programs (GCF, CoE, LCF, TTSF & ISF) under the \$400 Million World Bank funded project called “Higher Education Development in Pakistan (HEDP)” implemented at the Higher Education Commission of Pakistan (HEC). Focal person to drive and manage grants portfolio (worth \$14.51 Million) of diverse academic research, applied research, technology transfer & innovation grants.

Grant responsibilities; grant management, grant program design, grants review process design, grants budgeting, grant contracts management (procurement + audit).

- Grants Management System – Project manager responsible for liaison with I.T. vendor (Systems Ltd), that developed online grants portal (RGMS) for HEDP grants, to give user feedback on portal and add/remove features on the RGMS portal.

HEC Intern

May 2018 to Dec 2019

Intern (NIP Paid Internship)

Feb 2017 to Feb 2018

- Assisted, coordinated and organized different Training sessions (indoor and outdoor training sessions)
- Assisted and Organized recruitment test against various regular positions.
- Arranged meetings and interactive sessions.
- Screen resumes and application forms of interns and manage paid-interns database.
- Assisted in Pre-Qualification process for selection of training firms.
- Developed and maintained training data base.
- Work relates with NIP interns (under National Internship program) to register & post them to relevant departments according to their education history. Solve all their Queries.
- Maintained & entered Employees Training Data on SAP Software and database of working employees against sanctioned positions.
- Any other task assigned by the employer.

Super Asia Group Gujranwala

Intern

June 2015 to August 2015

- Conducted research
- Analyzing data
- Creating awareness among customers
- Assisting in product sales

Education

- **Bahria University** Islamabad, Pakistan (2016-2018)
Master of Business Administration (Marketing)
CGPA: 2.94
- **Bahria University** Islamabad, Pakistan (2012-2016)
Bachelor of Business Administration (Marketing)
CGPA: 2.70

- **Punjab College of Commerce** Gujranwala, Punjab (2010-2012)
I-Com- Commerce Group
- **St. Peter's High School** Gujranwala, Punjab (2008-2010)
SSC-Science Group

Certifications

- Six months training course in Basic IT and Computer Applications from Masia Institute

Skills & Abilities

- Ability to Work Individually as well as in group
- Quick Learner
- Ability to Build Relationship
- Responsible & Efficient
- Organizational skills
- Management skills
- Multi-tasking
- Leadership Quality with Pleasant manner
- Planning and Strategic Thinking
- Teamwork or Collaborative Work

Software: Microsoft Office (Word, Excel, Power Point), Cam Studio & Microsoft Movie Maker (video editing)

References

Can be provided on request.