



KHAWAR AHMED RAFIQ

CONTACT

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🇵🇰 Pakistan

LANGUAGES

English:

Urdu:

Punjabi:

Hindko:

SKILLS

- Operations Management
- Human Resource Management
- Administration
- Procurement & Inventory Management
- Payroll & Contract Management
- HRMIS & ERP Systems
- Policy Development
- Strategic Planning
- Budgeting & Cost Control
- Leadership & Team Management
- Negotiation & Conflict Resolution
- Organizational Development
- MS Office
- ERP Systems
- HRMIS
- Internet & Email Systems
- Windows Installation & Troubleshooting

PROFESSIONAL SUMMARY

Accomplished professional with extensive expertise in operations management, human resource management, and administration. Demonstrated proficiency in procurement and inventory management, payroll and contract management, and the utilization of HRMIS and ERP systems. Adept at policy development, strategic planning, budgeting and cost control. Proven leadership in team management, negotiation, conflict resolution, and organizational development. Skilled in MS Office, ERP systems, HRMIS, internet and email systems, as well as Windows installation and troubleshooting. Committed to driving organizational success through innovative solutions and strategic initiatives.

PROFESSIONAL EXPERIENCE

Head of Operations 07/2023 - 12/2024

Hashoo Foundation

- Directed operations for head office and regional offices.
- Led HR, procurement, logistics, IT, and administrative departments.
- Managed tendering processes, procurement compliance, and vendor oversight.
- Implemented organizational policies and supported project and office budgeting.

Manager Operations 01/2023 - 06/2023

Unity Exploration Pvt Ltd

- Led operational planning aligned with company strategy.
- Coordinated departments to improve efficiency and collaboration.
- Analyzed budgets and implemented cost optimization measures.

Manager Operations 06/2022 - 12/2022

Grand Mongolia Hotel Pvt Ltd

- Managed daily hotel operations, staff coordination, and guest services.
- Oversaw recruitment, training, and departmental financial activities.
- Supervised inventory, procurement, and event coordination.

Manager HR & Administration 01/2021 - 06/2022

H.K. Global Pvt Ltd

- Managed recruitment, onboarding, HR records, and employee relations.
- Developed job descriptions and supported organizational budgeting.

Operations Manager 02/2020 - 12/2020

Royalton Hotel

- Managed staff performance, scheduling, and operational policies.
- Oversaw vendor relations, inventory planning, and workplace safety.

Manager HR
Irtifa Group of Companies

08/2017 - 11/2019

- Developed HR policies, SOPs, and compensation programs.
- Led recruitment, employee orientation, and HR reporting.

HR Officer
Roots Millennium Schools

03/2015 - 09/2016

HR & Admin Officer
Haashar Association

04/2012 - 12/2014

REFERENCES

References available upon request

EDUCATION

MBA, 12/2011
COMSATS Institute of Information Technology