

MOIN KHAN

HR EXECUTIVE/PUBLIC POLICY ANALYST/TEAM LEAD

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SUMMARY

Studied governance and public administration. Having Background of human resource management, public financing, public/private policy making, research development, Disaster management and public relation, I am Seeking a challenging and growth oriented portfolio in a professionally managed organization, where I could utilize my skills and qualification for the benefit of the organization as well as the self development.

PROFESSIONAL EXPERIENCE

MULTYLOGIC SOLUTIONS

HR Executive

2023 - 26

Managed end-to-end recruitment processes, including job posting, candidate sourcing, resume screening, interview coordination, and onboarding. Maintained employee records, attendance, leave management, and HR documentation while ensuring compliance with company policies and labor laws. Assisted in payroll preparation, benefits administration, and employee relations by addressing staff queries and resolving workplace concerns. Coordinated training and development programs, supported performance appraisal activities, and prepared HR reports and workforce data for management. Collaborated with departmental managers to fulfill staffing requirements and foster a productive, positive work environment.

LETS BE KIDS SCHOOL

English Teacher/Research Associate

2022-23

My responsibilities were to teach English subject to the senior classes. Introducing the students with modern English is my first priority. Delivered English language instruction to students by developing lesson plans, conducting classroom activities, and assessing academic progress. Enhanced students' reading, writing, speaking, and critical thinking skills through interactive teaching methods. Assisted in research design, maintained research databases, and collaborated with team members to ensure timely completion of research objectives while adhering to academic and professional standards.

MYBRO GROUP OF COMPANIES

Assistant to Manager

2021-22

Provided administrative and operational support to the Manager by coordinating daily activities, managing schedules, and organizing meetings. Prepared reports, presentations, correspondence, and business documents while maintaining accurate records and filing system. Managed office documentation, maintained confidentiality of sensitive information, supported decision-making through data collection and analysis. Contributed to process improvements and ensured compliance with company policies.

LANGUAGES	English (Fluent)	Urdu. (Fluent)	German (Basics)
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EDUCATION

2019-2023

BACHELORS

GOVERNANCE AND PUBLIC ADMINISTRATION