

AHAD MEHMOOD



CAREER OBJECTIVE

Dedicated HR Professional with Master's degree seeking to leverage my organizational & leadership skills in a role to drive operational excellence & support the institution's strategic goals.

EDUCATION

Master's of Business Administration

Capital University of Science & Technology
2015 - 2019

Bachelor of Commerce

University of Central Punjab
2012 - 2014

CONTACT

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SKILLS

FlowHCM
SAP
MS Office
Critical Thinking
Leadership

LANGUAGE

- English
- Urdu

EXPERIENCE

Human Resource Specialist July 2025- June 2026

Fifth Direction Establishment (Riyadh, Saudi Arabia)

- Maintaining **employees records** and manage HR documentation.
- **Representing the Company** at different platforms, events & jobs fairs.
- Supporting the HR department in implementing HR Policies.
- Serve as a point of contact for employees & resolving workplace concerns.
- Making sure new hires get aligned with the **company's values** smoothly.
- Responsible for the recruitment, onboarding & record management of new hires.

HR Generalist December 2024 - June 2025

Teletaleem (Islamabad, Pakistan)

- **Tech Integration & Training:** headed the implementation of FlowHCM to streamline operation, managing employee leaves , attendance & reporting systems.
- **Software training:** providing training to both management & staff ensuring efficient utilization of the software for day to day operations.
- Managing **employee data** & employee onboarding & offboarding processes.

Human Resource Generalist January 2022 - November 2024

ALOA Official (Islamabad, Pakistan)

- **Managed inventory**, stock levels & timely replenishment from suppliers in China & India.
- Worked closely with the CEO regarding **employee recruitment** & employee relations.
- Strategically planning the **staffing needs** based on business growth & changes in demand.
- Leading **employee engagement** promoting a positive work culture.

Administrative Coordinator

Dec 2018 - Sept 2021

The University of Lahore (Islamabad, Pakistan)

- Manages the **administrative tasks** of the department.
- **Act as a bridge** between the faculty, student & the higher management.
- Maintaining **databases & records** ensuring data accuracy & confidentiality.
- Providing administrative support to ensure the **seamless departmental experience**.
- Collaborated with **faculty & department head** to design & implement curriculum plans & schedules.
- Monitored students progress & performance, assisting in the **resolution of academic issues** and providing & counseling.