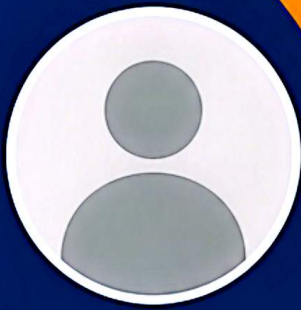




ABOUT ME

Results-driven professional with a diverse background in verification and invigilation, complemented by internships that enhanced my practical experience. Holds a BBA in HR and a BA in Mass Communication. Skilled in management, customer service, teamwork, organization, communication, time management and problem-solving. Eager to contribute effectively to team success in a dynamic role.

SKILLS

- ✓ Management
- ✓ Customer Service
- ✓ Team Work
- ✓ Organization
- ✓ Communication
- ✓ Time Management
- ✓ Problem Solving
- ✓ Office Administration
- ✓ HR Support
- ✓ Microsoft Office (Word, Excel, PPT)
- ✓ Data Entry
- ✓ Record Keeping

LANGUAGES

Urdu Fluent

Punjabi Native

English Intermediate

COURSES & CERTIFICATES

- **Computer Advance Course (3 Months)**
Government College of Technology, Rawalpindi
Jan 2020 – Mar 2020
- **Computer Course (4 Months)**
Private
Apr 2016 – Jun 2016

MOEED ASGHAR

ADMIN & HR PROFESSIONAL

☎ 0304 5445330 | ✉ mueedkhan852@gmail.com | 📍 Rawalpindi, Pakistan

🌐 linkedin.com/in/mueed-khan-8537 | 🇵🇰 Pakistani

SUMMARY

Detail-oriented and motivated professional with experience in administration, HR support, verification and customer service. Adept at handling office operations, maintaining records, and supporting teams to achieve organizational goals. Looking to leverage my skills and education in a challenging role that offers growth and development.

PROFESSIONAL EXPERIENCE

May 2026 – Present

JUNIOR ADMIN

Child Life Foundation, PIMS Hospital Islamabad

- Assisted in daily administrative tasks, including managing schedules, organizing files, and maintaining office communications.
- Coordinated meetings, prepared documents, and ensured smooth office operations.
- Contributed to project management by tracking deadlines and assisting with data entry and reporting.

Aug 2025

HR ASSISTANT

Max Holding, Rawalpindi Bahria Town

- Attendance
- Discipline
- Policy implementation
- Employee record maintain
- Problem solving
- Initial interview
- Screening candidate

Feb 27, 2024 – Feb 27, 2025

VERIFICATION

RCM Matter, Islamabad

- Medical billing
- Verification
- Office administration

Jun 24, 2022 – Aug 04, 2022

INTERNSHIP

Askari Bank, Rawalpindi

Assisted in various departmental tasks including data entry, research and project support. Collaborated with team members to streamline processes and improve efficiency. Gained hands-on experience in account, finance and other office work.

May 01, 2020 – Jun 30, 2020

INVIGILATOR

FBISE, Rawalpindi

- Invigilation in exam center

EDUCATION

2018 – 2022

BBA HR (4 Years)

Federal Urdu University, Islamabad

2018 – 2020

B.A Mass Communication (2 Years)

AIU, Islamabad

2014 – 2016

ICS (Pre-Engineering)

FG Sir Syed, Rawalpindi

Intermediate with Math, Physics & Computer

2011 – 2013

Matric (Science)

FG Sir Syed, Rawalpindi