

MUHAMMAD HARIS

HR & Admin Officer

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Current: Shamsabad, Rawalpindi | Permanent: Gumbat, Kohat

PROFESSIONAL SUMMARY

Dedicated and organized HR & Admin professional with over 5 years of experience in human resources management, office administration, and staff coordination. Proven ability to maintain employee records, support recruitment processes, manage attendance, and ensure smooth day-to-day office operations. Strong communication and leadership skills with a commitment to organizational efficiency and growth.

WORK EXPERIENCE

Admin Officer *Aug 2024 – Jan 2026*

Institute of International Certification & Qualification

- Managed daily administrative operations and office documentation.
- Maintained records, reports, and internal correspondence.
- Coordinated with staff to ensure smooth office workflow.
- Assisted management with scheduling and operational support.

HR Officer *Jul 2022 – Jul 2024*

International College of Technical Education, Rawalpindi

- Maintained employee records and HR documentation in compliance with company policies.
- Assisted in recruitment processes including interviews and candidate coordination.
- Managed attendance records and prepared monthly HR reports.
- Supported staff coordination and internal communication.

IT Trainer & Social Media Manager *Aug 2021 – Jun 2022*

International College of Technical Education, Rawalpindi

- Delivered basic IT training sessions to students.
- Managed and updated the institute's official social media platforms.
- Created digital content to promote courses and institutional events.

Chemistry Teacher *Sep 2020 – Jul 2021*

Govt. Higher Secondary School, Kohat

- Taught Chemistry to higher secondary level students.
- Prepared lesson plans, tests, and classroom activities.

EDUCATION

Allama Iqbal Open University *2021 – 2023*

M.Sc Pakistan Studies

Kohat University of Science & Technology (KUST) *2015 – 2020*

BS (Hons) Chemistry

Govt Higher Secondary School Gumbat, Kohat *2013 – 2015*

F.Sc – Pre Engineering

Intellectual School Gumbat, Kohat *2011 – 2013*

Matric – Science

CERTIFICATIONS & COURSES

- MS Office (Word, Excel, PowerPoint)
- Graphics Design
- Social Media Management
- Time Management
- Teamwork & Collaboration

CORE SKILLS

HR & Administration: Employee Records Management, Recruitment Support, Attendance Tracking, HR Reporting, Office Administration, Staff Coordination

Technical: MS Office (Word, Excel, PowerPoint), Graphics Design, Social Media Management

Soft Skills: Critical Thinking, Leadership, Team Coordination, Communication, Teaching

LANGUAGES

Urdu (Native) | Hindko (Native) | English (Professional) | Pashto (Conversational)