

**ADNAN AHMAD**

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Date of Birth : April 12, 1988

Nationality : PAKISTAN

Marital Status : Married

Passport No : AM1167463

Driving License : In Process

Iqama Status : Transferable

**OBJECTIVE:**

To become a part of an organization, which recognizes & nurtures of my energy in such a manner that I can prove to be a valuable asset to the organization that I am associated with.

**EDUCATION:**

**Degree Session Division Institution**

MBA (HRM) 2012 1st University of Peshawar, Pakistan.

BBA (Hons) 2010 1st Im/Sciences Peshawar, Pakistan.

F.Sc (Pre Computer Science) 2006 1st Mardan Board, Pakistan.

S.Sc Matric 2004 1st Mardan Board, Pakistan.

**WORK EXPERIENCE:**

**Organization:** World Health Organization Swabi, Khyber Pakhtunkhwa Pakistan. (Jan, 2017 till March 2020).

**Designation:** PTP Supervisor and HRMP Focal Person (Polio Eradication Program).

**Responsibilities:**

* Monitoring routine base duty of the PTP (Permanent Transit Point) Team.
* Checking on regular bases that Polio Vaccines are in first two stages and not expired.
* Providing Vaccines to the PTP Team.
* Updating Polio Campaign Data in the Provincial Data Base.
* Manage the Salary Cards of all the Employees who were conducting the Polio Campaign.
* Collecting Data from RSP’s and updating data in Excel Sheets.
* Updating the Salary data of all the Employees in the Data Base.
* Managing the whole District HRMP (High Risk Mobile Population) Data.

**Organization:** New Tech Building Demolition L.L.C. Dubai U.A.E. (December, 2015 till November 2016).

**Designation:** Assistant Manager.

**Responsibilities:**

* Arrange manpower for manual demolition of buildings.
* Arrange machines like excavators for mechanical demolition.
* Provide services by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Prepares reports by collecting, analyzing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Applying for different NOCs from Different Departments, like Etisalat, RTA and DEWA etc.
* Manage the filing, storage and security of documents.
* Ensure that Buildings are demolished to the standards of safety and quality demanded by Dubai Municipality and also Monitored that they are completed on time and within budget.
* Provided cost estimates for the work required.
* Purchase or hiring of Equipment and Machines, making sure they are delivered on time.
* Ensuring that all the waste materials are disposed of (by Arranging Trailers), or stored, in an appropriate manner.
* In Coordination with others department for smooth functioning of organization.

**Organization:** Unilever (Pvt) LTD Swabi, Khyber Pakhtunkhwa Pakistan. (August, 2013 to October, 2015).

**Designation:** Sales Assistant

**Responsibilities:**

* Ensure high levels of customer satisfaction through excellent sales service.
* Maintain outstanding store condition and visual merchandising standards.
* Maintain a fully stocked store.
* Ascertain customers’ needs and wants.
* Recommend and display items that match customer needs.
* Manage point of sale processes.
* Actively involved in the receiving of new shipments.
* Keep up to date with product information.
* Accurately describe product features and benefits.
* Follow all policies and procedures of Company.
* Supervise customer services and respond to customer inquiries.
* Distribute and store correspondence (e.g. letters, emails and packages).

**Organization:** Pakistan Red Crescent Society (May, 2009 to August, 2009)**.**

**Designation:** Management Internee.

**Responsibilities:**

**Administration:**

* Assists employees with any benefit claim issues or concerns.
* Administering of day-to-day employee’s quarries, requests and problems.
* Support management by ensuring probation reviews for newly recruited and promoted staff are carried out and information is recorded on personnel files.
* Prepare and maintain reports that are necessary to carry out the functions of the Human Resources department.
* Update leave and absent record of employees.
* Making list of all employees’ absentees and other medical leave.

**Field:**

* Registration and verification of IDP’s.
* Regular reporting to the camp line manager on activities and work carried.
* Out during field.
* Forms Filling.
* Providing Food card.
* Distribution of Food package.

**COMPUTER SKILLS:**

* Word Processing
* Ms Excel
* Power Point Presentation
* Internet & E-mail Application

**LANGUAGE:**

English, Urdu, Pashto.

**SKILLS:**

A dedicated team player, also a trustworthy colleague capable of dealing with constant challenges and leading change, Motivated and skilled in cultivating good relations with clients and colleagues, Professional in appearance skills both verbal and written. Good Management, Coordination, Analytical and problem solving Skills.

**References are available on demand.**