

# MUHAMMAD AASHIR ZAHID

## PROFESSIONAL SUMMARY

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of a well reputed company. I desire a position that provides an opportunity to effectively use of my communication, Time management, planning and coordinating skills.

## EXPERIENCE

HR / ADMINISTRATOR , 07/2023 - 04/2024  
INCO LABS – Kuwait

- Handled Payroll and also took care of human resources stuff.

Manager, 03/2021 - 02/2023  
Sanbra Sports - Sialkot, Pakistan

- 02 years experience in Sanbra Sports from March 2021 to February 2023.
- Monitored staff performance, continually seeking ways to improve team delivery for optimized financial success.

Assistant Project Manager, 11/2021 - 12/2021  
Anti Narcotics Force - Islamabad, Pakistan

- (Drugs Demand Reduction branch) Regional Directorate North.
- Designed, planned, created, implemented and monitored various project aspects when instructed by project managers.

Finance Officer, 07/2018 - 07/2018  
Al-Khaleej Travels and Tourism - Kuwait, Kuwait

- Created reports on financials and forecasts using Excel and PowerPoint.

Relationship Manager, 07/2017 - 08/2017  
Khizria Recruiting Agency - Rawalpindi, Pakistan

- Addressed and resolved customer complaints in efficient, effective and timely manner.

## EDUCATION

Masters of Business Administration , MBA (Specialization in Human Resources Management), 2021  
Foundation University Islamabad - Islamabad

Bachelors of Business Administration, BBA (Hons) Specialization in Finance, 2019  
Foundation University Islamabad - Islamabad

## CONTACT

**Address:** Kuwait

**Phone:** +965 9782 1233

**Email:** aashirzahid786@gmail.com

## SKILLS

- Microsoft power point, Word, Excel.
- Confident, motivated person, enhanced leadership skills, problem solving.
- Good at Time Management.
- Good Communication Skills.
- Comfortable working in Team.
- Ability to accept criticism and work well under pressure.
- Team leadership.
- Contract development and management.
- Team motivation.
- Issue and conflict resolution.

## ADDITIONAL INFORMATION

- Currently in Kuwait.
- Valid Kuwaiti Visa-18 (Transferable)
- Nationality : Pakistani

## LANGUAGE KNOWN

- English, Urdu, Punjabi, Arabic

**Intermediate , Pre-Engineering, 2015**  
**Punjab College of Science** - Sialkot

**Matriculation, Computer Science, 2013**  
**Harvard Grammar High School** - Sialkot

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**REFERENCE** *WILL BE PROVIDED ON DEMAND.*