



MUHAMMAD ADIL UMAIR SHAH

Address: H. No E 159/Q, Near Masjid Qasabaan, Wandhi Ghundwali, Mianwali

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Date of Birth: 01/02/2000

EDUCATION & QUALIFICATIONS

Bachelors in Business Administration in Human Resources (HR) 2018-Current

Major (HR) Minor (Entrepreneurship)

Namal Institute, Mianwali

CGPA: 3.5/4

Intermediate in Pre-Engineering (F.Sc) 2015-2017

Superior College, PAF Road, Ali Town, Mianwali

Marks: 848/1100

PROFESSIONAL EXPERIENCE

Descon Engineering Limited July 2019- Aug 2019

Intern, Corporate HR

- Operated SAP software
- Management of overseas operations
- Maintained record of overseas employees in File Room

PROJECTS

Compensation Management: Built a compensation system for bakeries and sweet shops.

Entrepreneurship: Worked on a startup regarding opening a farm of a Rabbit Breed "Angora". Conducted an extensive Market research and then devised a business plan.

Strategic HR: Worked on the simulations regarding HR functions.

Research Project: Submitted a research proposal on "Impact of work commitment, job satisfaction and organizational culture on employees' loyalty".

Financial Accounting: Submitted a project on the financial analysis of financial statements of Faysal Bank.

Marketing Research: Conducted qualitative and quantitative research on Samsung Electronics.

ADDITIONAL EXPERIENCE

- Fundamentals of Digital Marketing Course offered by Google 2022
- Completed Diploma in Human Resources (HR) course offered by Alison 2022
- Finalized Diploma in Workplace Safety and Health course offered by Alison 2021
- Event Organizer of annual function at Dar-e-Arqam Public High School, Mianwali 2014

HONORS & AWARDS

- Certified Japanese 5S trainer, UNAP x Toyota, June, 2021.
- Certified Immunity Trainer Program, MBRU of Medicine and Health Sciences, April, 2020.
- Acquired third position in the Superior Speech Competition held by Superior College in 2017
- Winner of District level speech competition at Punjab Youth Program, 2014.
- Secured 3rd Place in speech competition, BISE Sargodha, 2013.
- Participated in Speech competition regarding Iqbal Day organized by BISE Sargodha in 2013.

SKILLS & INTERESTS

- Competent user of Microsoft Word, PowerPoint, Excel, MS Excel Power Query, Tableau.
- Interests: Music, book reading, video games.