



WAQAS AHMED

Village and post OpenOffice phure hamlet, tehsil Topi, District Swabi, KPK

Cell:+923434696490, waqas2018@namal.edu.pk

Date of Birth: 02/02/1999

EDUCATION & QUALIFICATIONS

Bachelors in Business Administration in Human Resource (Candidate)

Major (HR) Minor (HR analytics)

Namal Institute, Mianwali

Intermediate in Pre Engineering

Fazaia inter college Mianwali

Apr 2018

PROFESSIONAL EXPERIENCE

National telecommunication corporation Islamabad 2021

Intern as assistant manager, HR

- Assisting in recruitment processes and conducting interviews
- Assisting in outsourcing employees
- HRIS system and file management system

Aug

Ali Tareen Farms Lodhran

Field intern, management

- Supervising employees
- Assembly line management

Jul 2019

Namal Institute Mianwali

Work-studies and training

- SAP management at HR office
- Managing library database
- Tableau Learning at NEDC executive training

PROJECTS

Marketing Management: Group project on selling the products in real time

Human resource management: HR project on medicare application by developing complete compensation and recruitment plan

Finance project: Complete financial analysis of Habib bank limited.

Project management: Procurement and architectural work breakdown analysis on Namal institute infrastructure.

HONORS & AWARDS

- Achieved duke of Edinburgh bronze standard award in social welfare work.
- Achieved NEDC executive certificate in hr analytics training.
- Participated in Toyota 5S training program.
- Did data analytics courses on coursera.
- Achieved best reader of the college award.
- Psychological certificates by motivating students.
- Achieved computer literacy certificates.

SKILLS & INTERESTS

- Complete hr simulations on interpretative simulations.
- Reading business articles and entrepreneur experiences.
- Worked on sale of local products from platform of SWEP entrepreneur platform.
- Worked with IDEA club in marketing the products.
- Hr director at voice of Namal society.
- Former event manager at CESD.
- Interested in content writing.
- Online selling of regional products.