

Muhammad Hanif

✉ hanifkhan9330@gmail.com ☎ +923175186424

📍 Mohallah: Baba Khel Yar Hussain, PO Yar Hussain, Tehsil Razzor District Swabi, KP 🇵🇰 Pakistan

♂ Male

PROFILE

To become an efficient employee of an international, dynamic, and progressive organizational environment to enhance core competencies, where I can contribute positively and use my academic and professional knowledge for the company's success by taking on challenging positions. I can prioritize tasks and meet deadlines.

PROFESSIONAL EXPERIENCE

HR, BEC Arabia	05/2023 – 01/2025 Tabuk, Saudi Arabia
Accountant, Sarhad Cigarette Industries (Pvt)Ltd.	05/2019 – 11/2021 Swabi, KP

PROJECTS

Sindalah Island Neom, HR Coordinator 05/2023 – 08/2024

Served as part of the HR team supporting the development of Sindalah Island, a luxury tourism and lifestyle destination under the NEOM initiative. Responsible for managing HR operations, talent acquisition, and employee engagement for a diverse, multi-national workforce involved in the project.

Key Responsibilities:

- >Coordinated recruitment and on boarding of skilled professionals across construction, hospitality, and management departments.
- >Supported performance management systems and workforce planning aligned with project timelines and NEOM's organizational goals.
- >Ensured compliance with Saudi labour laws, NEOM policies, and international HR standards.
- >Assisted in employee relations, conflict resolution, and implementing welfare programs to maintain a positive work environment.
- >Managed HR documentation, attendance, and reporting for project staff.

Outcome:

Successfully built and maintained a high-performing, diverse workforce that contributed to timely project milestones. Improved HR efficiency and staff satisfaction through streamlined processes and effective communication strategies.

SKILLS

- Good Knowledge of MS Office (Word - Excel – Access) also Other Software’s
- Project Coordination
- Data Entry Proficiency
- Strong Communication
- Critical Thinking and Problem-Solving Skills
- Scheduling Experience
- Leadership

EDUCATION

LOGISTICS AND SUPPLY CHAIN MANAGEMENT, 2023 – 2024
Board of Technical and Professional Education Islamabad(Pakistan)

PRODUCTION AND OPERATION MANAGEMENT, 2022 – 2023
Board of Technical and Professional Education Islamabad(Pakistan)

BACHELOR OF BUSINESS ADMINISTRATION SPECIALIZED IN FINANCE, University of Swabi [↗](#) 09/2018 – 06/2022

HIGHER SECONDARY SCHOOL, The Suffah college 08/2016 – 05/2018

SECONDARY EDUCATION, Yar Hussain Model School Yar Hussain, Swabi

CERTIFICATES

- Experience Certificate from Sarhad Cigarette Industries (Pvt)Ltd.
- Experience Certificate from BEC Arabia Construction Company.

LANGUAGES

- English
- Pushto
- Arabic
- Urdu

INTERESTS

- Volunteering/community services
- Travelling