



Mohammad Armughan Hafeez

Mobile: +923337766624 | Email: mohammadarmughanhafeez@gmail.com

<https://www.linkedin.com/in/mohammad-armughan-491160101/>

EDUCATION

2020 – 2022	Lahore University of Management Sciences	MS – Business and Public Policy
2014 – 2019	Sukkur Institute of Business Administration	BBA – HRM

PROFESSIONAL EXPERIENCE

Aug 2019 – Mar 2022 **D.S.M.E Global Links – Information Technology**

Human Resource Generalist

- Assist J7 Emporium group in Tarz – e – Tameer project with HR deployment and policies.
- Lead HR operations (compliance, recruitment, performance management and compensation & benefits).
- Employee onboarding and training & development.
- Design and deliver HR policies.
- Overall employee management (record keeping, employee assistance, employee relations and recreational activities).

Feb 2019 – Jun 2019 **Gul Ahmed Textile Mills – Textile**

Executive Assistant

- Policy designing and delivering of 5S methodology to ensure that all 5s procedures are aligned.
- High-level administrative support, including preparing reports and handling correspondence.
- Auditing and compliance of policies and procedures regarding quality assurance and 5S.
- Supporting team lead in a million tree CSR project, contributing to a green environment.
- Develop and monitor KPI's for million tree project.
- Field visits for planting and monitoring million tree project.

Sept 2018 – Oct 2018 **Atlas Honda Limited – Automobile**

Intern

- Filed visits for data collection.
- Qualitative and quantitative research for preparing and presenting reports.
- Forecasting sales for different regions which help management to decide about production.
- Executing marketing campaigns for promoting safe ride.

Oct 2017 – Jul 2018 **Sukkur IBA University – Academia**

Peer Tutor

- Enabling students to understand the importance of writing.
- Enabling students to understand the HOCs and LOCs of Writing.
- Empowering students to improve their writing skills.

PROJECTS

Thesis

- Assessing consumers' awareness, disposal behaviors, and participation towards e-waste in Pakistan.
 - Collection and analysis of primary quantitative data across Pakistan.
- Assessment of policies and practices for e-waste management.
 - Collection and analysis of secondary quantitative data across Asia.
- Analyzing the effects of e-waste on human health and environment.
 - Collection and analysis of quantitative (secondary) and qualitative (primary) data across Pakistan.

Policy projects

- Policy brief on circular debt.
 - Thorough research on power sector.
- Housing policy for middle class and youth.
 - Interviews and field visits to gauge real time situation.
- Tourism impact on Gilgit-Baltistan.
 - Interviewed business community and local population.

CERTIFICATIONS

Framing Communication to Inspire and Convince | Recruiting, Hiring, and Onboarding Employees | Managing the Organization | Fundamentals of Digital Marketing | People Management | Marketing Management | Introduction to Personal Branding | Certified Beginner of Pakistan Sign Language.

SKILLS & INTERESTS

MS Office (PowerPoint, Excel, & Word) | Research | Writing | Data analysis tools (R studio, STATA, SPSS, EViews & Bloomberg) | Data presentation & visualization | Leadership | Teamwork | Badminton | Long tennis | Table tennis | Swimming | Traveling and exploring world above & underwater.