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**YASIR**

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| **PERSONAL**  **DETAIL****DATE OF BIRTH**  .**01-04-1983****NATIONALITY**Pakistani**DOMICILE**Muzaffar Garh**MARITAL STATUS**Single **RELIGION** Islam | **Objective :**  To be pragmatic by putting my knowledge into practical. To join a highly professional team in a dynamic and global organization with challenging work environment to execute my skills.**EDUCATION**

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| **Degree** | **University /Board** | **CGPA/ Marks** | **Percentage %** | **Session** |
| **Matric** | B.I.S.E D.G Khan | 480/850 | **56%** | **2000** |
| **F.A** | B.I.S.E D.G Khan | 561/1100 | **51%** | **2007** |
| **B.A** | BZU Multan | 512/800 | **64%** | **2009** |
| **M.B.A** | MBA  | Continue | **-----** | **2013** |

**EXPERIENCE** * Worked as “Admin Assistant” Reporting Admin Officer/IC Admin in Descon Engineering Qatar L.L.C

 From November 2011 to October 2013 my key responsibilities were as below**Manpower Coordination*** Applying Visas on E-government medical appoints and visa renewel.
* • Lining up candidates for interview, selection test and documentation.
* • Hire needed manpower in assigned business unit according to manpower plan, Screening CV’s, interviewing process, offer letters, hiring documents
* Applying their visas and after issuance of visa coordinating for their mobilization providing all the docs to sites for gate passes.
* • Preparing salary agreements and record maintenance.
* • Ensuring documents completion for mobilization of both management and non-management staff.
* • File number generation in Centralized Manpower System (CMPS),
* • Coordination with site offices for manpower data and monthly manpower report compilation & dissemination.
* • Manpower sourcing through local and overseas manpower agencies. Assisted in the whole staffing process
* Sourcing on web portals for local and gulf hiring
* C.V Screening & short listing
* Scheduling, status making, case preparation & Filing
* Successfully coordinated local and overseas hiring campaigns
* DESCON official web recruitment portal handling.
* Issuing Inter Project Movement Orders considering the requirement analysis report.
* Prepare Documents for Exit (Kharooj) Process for Leave / Terminates / Resigned cases.
* Daily manpower status both for direct & indirect staff & updation of mobilization status.
* -Daily Attendance on Site & Office.
* -Computerization of Attendance and Report to Planning Department.
* -Daily Time Sheet Entries
* -Weekly and Monthly Reports as per Requirement.
* -Record & Complete Procedure of New and Old Employees.
* -Prepare Monthly Salaries.

**Time office and Manpower Inductions:*** Assist in arrangement of manpower at site , induction of new mobilized candidates and arrangement of their PPEs.
* Assist time office supervisor in scanning, maintaining attendance records and allocation of manpower.
* Visit site regularly for identifying employees sitting idle and make report for future actions.

**Manage and Keep record of following Activities:*** Sewage Removal
* Skip Removal
* Drinking water usage
* Inward and Outward passes for vehicles and tankers
* Invoice Verification

**Housekeeping:**  Manage housekeeping at site office and ensure maintenance & cleaning of ablution blocks.**Transport:*** Keep record of company owned and rental vehicles.
* Monitor and keep record of fuel consumption.
* Manage and Verify OT and SOT of drivers and staff.
* Invoice Verification (Rental Vehicles & Fuel Consumption).
* Manage maintenance of vehicles.
* Vehicle deployment as per site requirement.
* Assist Transport Coordinator in all matters related to transportation.

**Recordkeeping:*** Responsible for maintaining records of all designated activities.
* Worked in EKL as a “Computer Operator” from 6-02-2005 to 23-07-2006
* Worked in HRL as “Computer Operator” from10-11-2006 to 24-12-2007
* Worked with UBL Bank
* Worked with Turkish Red Crescent
* Worked with Pattan Org

**COMPUTER KILLS*** CCNA(Cisco Certified Network Associate)
* D.C.A(Diploma in Computer Application)
* D.C.I (Diploma in Computer Information)
* MS-Word, MS-Excel, MS-PowerPoint
* MS Windows
* Internet
* Installation
* In page
* Adobe Photoshop

**CABABILITY*** Strongly Motivated and Quick Learner
* Able to Work both independently and as a part of team.
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|  | **WORKSHOP AND TRAININGS** |

* Workshop on Active citizens”SYCOP” NGO.
* Workshop on Youth participation grass rout democratic development(YPGDD)
* Workshop on Power and Governance “PATTAN” NGO.
* Trainings on “Monitoring and Evaluation” and “Voluntarism” and “Advocacy”