Abida

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|  | Objectives  Looking for a position of HR Admin Coordinator/ Customer Service Representative with a reputable organization where my well honed customer service skills and administration experience will be utilized to provide excellent support to customers.  Education   |  |  |  | | --- | --- | --- | | Masters of English Literature | University of Pakistan | Year 2014 | | Bachelors of Education | Allma Iqbal Open University- Pakistan | Year 2012 | | Bachelors of Arts | University of the Punjab- Pakistan | Year 2010 |   Experience  HR & ADMIN COORDINATOR **(Feb-2014 – Jun 2015)**  **SAMCA AIRLINE –Dubai World Central - UAE**   * Provide assistance to HR manager for the complete recruitment process from advertising job positions, initial resume screening , arrangements for interview schedules , employees background checks , final interviews , offer letters issuance and post recruitment process for different departments .Assist the on-boarding process for new hires, follow up with the documentations and full coordination of on boarding prior to and first day / week. * Responsible for complete recording , execution and liaison with bank with regard to payroll transfers in to employees bank accounts. * Processing of visa documentation for all the employees and provide support and assistance to PRO for visa processing. * Maintenance of record of employee personal data, termination, transfers, leave and attendance. * Provide exceptional customer service with regard to day-to-day HR issues and inquiries * Meeting and greeting clients and visitors to the office. * Handle requests for information and data from colleagues. * Answer, screen and transfer inbound phone calls. * Worked as receptionist for the office.   From Sep 2010 to Dec 2013 experience as a Teacher and administrator at American Lycetuff School & college in Pakistan.   * Description of work: * Short, medium and long term planning of lessons to meet the National Curriculum requirements. * Teaching planned lessons to pupils of differing abilities. * Organization of human resources (pupils and support staff), technical and administration resources. * Consistently monitoring the achievements of colleagues and pupils. * Regular reviews of personal and pupil achievement targets. * Responsibility for the social and emotional welfare of pupils. * Subject co-coordinator responsible for the development of school. * Responsible for the delivery of written and oral reports regarding pupils and professional development. * Planning and implementing staff meetings concerning ICT development for teachers and pupils. * Organizing annual school functions and taking full responsibility for pupils during short and long term school trips.   Skills   * Excellent communication * Adaptable * Quick Learner * Team Player * Excellent computer skills (MS Office , Windows ) * Multitasking |

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