Abida

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|  | ObjectivesLooking 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

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| 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 |

ExperienceHR & 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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