**CAREER OBJECTIVE:**

To pursue a challenging career in a progressive environment of the ever competitive industries and put good use of my knowledge.

**EDUCATIONAL QUALIFICATION:**

* Master of Business Administration (Human Resource), August 2014

Banasthali University India.

* Bachelor of Business Administration (Finance And Marketing), May2011.

Preston University, Kohat - Pakistan.

* HSC Examination, May 2006.

 Federal Board of Intermediate and Secondary Education Islamabad, Fujairah

* Secondary school leaving certificate Examination, April 2004.

Federal Board of Intermediate And Secondary Education Islamabad, Fujairah

**WORK EXPERIENCE:**

**AUDEX LL FZE, FUJEIRAH, UAE: OCT 2011-OCT 2012**

* **PUBLIC RELATIONS OFFICER**
* Liaison between all the government departments such as,
* Free Zone Authority
* Fujairah Municipality
* And all the legal matters relative to project.
* Manage Accounts payable/receivables and expense control procedures including bank reconciliation.

**AUDEX LL FZE, FUJEIRAH, UAE: OCT 2012-JULY 2013**

* **HR ADMINISTRATOR**

Handling Human Resource functions such as:

* Recruitment, Selection, Induction.
* Handling Employee grievances and welfare.
* Updating Employees personal file.
* Responsible for expenditure and collection transactions related to HR and procurement.
* Maintaining and examining the Payment records of government agencies(municipality, FZE, labor office, immigration)
* Responsible to maintain/handle payments of vendors related to procurement.
* Preparation of all type of vouchers related to HR and procurement.
* Responsible for monitoring and managing petty cash.
* Maintaining invoice data of HR and procurement.
* Coordinate and maintain weekly attendances and annual vacation records.
* Skilled at interviewing, hiring training and evaluating employees on various vacancies arising in the company.
* Establish and maintain Human Resources related employee files, reflecting personal data salary increases, and deductions exercising a high level of confidentiality.
* Training and development.
* Labor laws &PRO related jobs.
* Handling the ISO files for the HR Dept.
* Administration works.

**PROFICIENCY IN COMPUTERS:**

* Tally ERP 9
* MS-Office (Word, Excel, PowerPoint)
* Internet Concepts
* Basic Networking

**SKILLS SUMMARY:**

* Innovative
* Self-Motivated
* Can Perform Well Under Pressure
* Strong Communication skills
* Belief in Achieving Team Goals

**PERSONAL DETAILS:**

Date of birth: 10-01-1989

Sex: Male

Marital status: Unmarried

Nationality: Pakistani

Languages known: English, Urdu and Arabic



**Gulfjobseeker.com CV No:** **1479816**