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Dear Sir,

I wish to apply for any suitable position in “HR/Admin”.I believe that I have the necessary skills and abilities for this position. My enclosed resume shows that my educational background and experiences match the vacancy’s requirement. I have more than 8 years’ experience in Human Resources/Administration.

I am also very eager to become part of a winning team, Joining your organization would give me a chance to develop useful skills that will help in pursuing my long term career goals.

Thanks for your time and consideration.

**HR Assistant/Officer/ HR Coordinator /Admin Officer**

**Objective:**

To be a part of an organization where my past education and experience will have valuable application, to achieve established objectives leading to company’s endurance towards its mission and philosophy and simultaneously let me able to develop myself.

**Experience Highlights**

* **Preparing and executing Trainings** on different issues and conducting **TNA**.
* **Extensive background in HR generalist affairs**, including experience in employee recruitment and retention, staff development, conflict resolution, benefits and compensation, HR records management, HR policies development and legal compliance.
* **Oversaw the creation of a database** storing employment opportunities and available applicants to improve effectiveness in matching needs with resources.
* **Developed Employee Assimilation Program** to improve new employee orientation to company policies and procedures.
* Conducted detailed analyses of **employee data, assessing and identifying compensation, skills and training deficiencies.**

**Profile:**

* **8+ years’** experience in Human Resources / Office Administration in Pakistan.
* Professionally qualified with MBA HR and hold Bachelor of Commerce from Pakistan
* Have excellent PC skills.
* Excellent communication skills in English, Urdu & Hindi languages.
* Experienced in balancing priorities to achieve short and long term goals.
* Self-motivated, responsible and experienced at working in fast-paced environments.
* Confident and poised in interactions with individuals at all levels
* Unique ability to adapt quickly to new challenges and changing environment.
* A dedicated team player with excellent interpersonal skills.
* Ability to face problems with equanimity.
* Can work under pressure & meet deadlines.
* Hardworking, self-motivated & result oriented.

**Experience:**

* **HR Officer,** IKAN Engineering Services (Pvt.) Ltd,, February 2011- September 2015
* **HR Executive,** Cyber Internet Services (Pvt.) Ltd, April 2006- June 2010

**Job Profile as HR Officer:**

* Formulate, review and develop policies, strategies based on corporate strategy & ensuring its implementation.
* Attracts applicants by placing job advertisements, contacting recruiters, using newsgroups and job sites.
* Conducting interviews for advertised positions and delivering candidates to the organization on time.
* Responsible for managing pre-hiring activities; preparing and issuing employment offers and appointment letters, accordance to company rules while ensuring legislative compliances.
* Process all local recruitment requests in an effective and efficient manner.
* Supporting annual performance appraisal system.
* Monitor timely update of personnel records (personal details, position, salary, appraisal outcomes, leave records, training and awards).
* Ensure proper orientation training to all new staff members.
* Detect and handle complaints, disputes and grievances of all staffs and to report them to the Head of HRD.
* Liaison with Head Hunters and institutions to manage the recruitment & hiring processes.
* Coordinate with the insurance personal for the claims of employees like medical claims, deceased person insurance issues etc.
* Compose and dispatch routine letters, memos and other correspondence for the department. Sort, consolidate and distribute incoming mail items and other documents in an organized and timely manner.
* Appointing and monitoring external training organizations for training courses.
* Arranging annual training & development programs/events for employees.
* Arrange hotel bookings and tickets for the staff to travel other projects.
* Managing Leave/Attendance Management System
* Prepare documents and forms for submission to HR, and other internal departments for staff as required.
* Process Medical, fuel and travelling claims.
* Any other assignment assigned by the line Manager.

**Job Profile as HR Executive**

* Prepare notices and advertisements for vacant staff positions.
* Schedule and organize interviews.
* Conduct reference checks on possible candidates.
* Conduct exit interviews.
* Arrange for the repairs of computers and other office equipment and assist with organizing staff to carry out work due periods of equipment shutdowns.
* Organize staff training sessions, workshops and activities.
* Process employee requests for outside training while complying with policies and procedures.
* Process Medical, fuel and travelling claims.

**Academic Profile:**

* **MBA HR,** University of Punjab,
* **Post Graduate Diploma In Business Administration,** University of Punjab
* **Bachelor of Commerce**, University of Punjab

**Computer Skills:**

* MS Office Applications
* Internet & E-mail Applications
* HRIS(Oracle/ERP)