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# Profile

* An enthusiastic and determined person for strong communication, interpersonal skills and ethics

Significant Achievements

* Over 8 years of professional experience in HR, Business Management, Sales, Retail and Customer services.

Experience

JULY 2015-PRESENT HR Executive

*SF Training PVT LTD*

* Customer Services
* Recruitment & Selection in all branches
* Employee relation, Payroll, compensation and benefits
* HR strategies, Policies making and their implementations
* Performing administrative duties and tasks

OCT 2012-MAY 2015 Manager HR & Admin

*CABTIME PVT LTD UK*

* Customer services
* Registration & Documents controller of all companies and clients
* Administrative work
* Keeping records of all the employees on daily basis
* HR strategies, policies and implementations
* Employee relation, compensation and benefit
* Recruitment and Selection, coaching and counseling

APR 2012-OCT 2012 Assistant Restaurant General Manager

*KFC UK & IRELAND*

* Customer services
* Strategies for smooth and successful running of the store to achieve targets
* Food safety and cleanliness
* Recruitment and Selection, Training and Development
* Employee relation, rewards and recognition
* Administrative work, employees Rota, daily planner

NOV 2009-MAR 2012 Deputy Manager

*ZARA UK LTD*

* Customer services
* Strategies to run successful operations for maximum profitability
* Stock management
* Reduction of damages by managing faulty goods
* Recruitment and Selection, Training and Development
* Employee relations and team building
* Managed the team of more than 40 employees

MAR 2008-NOV 2009 **Administrator**

*TRAVELODGE HOTEL UK*

* Customer services
* Administrative duties
* Cash and card handling
* Balance check and Reconciliation of statements

JAN 2007-DEC 2007 **Team Leader**

*INFOSPAN*

* Customer services
* Outbound B2B and B2C telecommunication project
* Led the team of 20 agents.
* Recruitment and Selection, Training and development

MAY 2006-DEC 2006 **Customer Support Representative**

*INSIGNITOR*

* Customer services
* Inbound fundraising Islamic Relief project.
* Donations for affected people in affected countries.
* Customers queries handling
* Team building

# Education

2010-2012 POSTGRADUATE IN BUSINESS ADMINISTRATION

Anglia Ruskin University Cambridge & Chelmsford, UK

2009-2010 BTEC ADVANCED PROFESSIONAL DIPLOMA LEVEL 7 IN MANAGEMENT STUDIES London School of Accountancy & Management, UK

2008-2009 ASSOCIATE CERTIFIED CHARTERED ACCOUNTANT (LEVEL ONE)

London College of Accountancy, UK

2005-2007 BACHELORS IN ARTS (ECONOMICS)

University of Punjab Lahore, Pakistan

2001-2003 FACULTY OF SCIENCES (Math’s, Statistics, Computer)

Jinnah Public School & College Islamabad, Pakistan

1999-2001 MATRICULATION (Physics, Chemistry and Biology)

Islamabad Model College for Boys G-10/4 Pakistan

Computer Skills

* MS Office
* SAP

Personal Details



Date of Birth : 4th may 1985

Gender : Male

Language Skills : English, Urdu, Punjabi