**First Name of Application CV No 1625490**

Whatsapp Mobile: +971504753686



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**PROFILE** Administrative support offering versatile office management skills and proficiency in Microsoft Office programs, Strong planner and problem solver who readily adapts to change, Able to juggle multiple priorities and meet tight deadlines without compromising quality

**EDUCATION Masters of Business Administration, MBA (HRM – 1.5 Year) 2013**

Gandhara University - Peshawar

**Bachelors of Business Administration, BBA (Hons – 4 Years) 2010**

Sarhad University of Science & Information Technology, Peshawar

**H.S.S.C. (Computer Science)**

Qurtuba College, Hayatabad Peshawar **2003**

**Matriculation (Science Subjects)**

Qurtuba School and College, Hayatabad Peshawar **2000**

**WORK HUMAN RESOURCE ASSISTANT  
EXPERIENCE** Pak International Medical College, Peshawar **Sep 2011 to March 2015**

* Schedules examinations by coordinating appointments.
* Welcomes new employees to the organization by conducting orientation.
* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status-change data.
* Provides secretarial support by entering, formatting, and printing information; organizing work; answering the telephone, maintaining equipment and supplies.
* Maintains quality service by following organization standards.
* Maintains technical knowledge by attending educational workshops, reviewing publications.
* Contributes to team effort by accomplishing related results as needed.

**OFFICE MANAGER**

National College of Sciences & Business Management, Peshawar **Jan 2011 to Sep 2011**

Organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. Maintaining office services including:

* Monitor and record long distance phone calls, Prepare time sheet
* Liaise with other agencies, organizations and groups
* Ensure office records and files are maintained and filing system are up-to-date
* Effective transfer, Protection and security of files and records

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**STUDENT COUNSELING OFFICER**

The Professionals’ Academy of Commerce, Peshawar **Dec 2009 to Jan 2011**  
Promote student success, Provide preventive services, and respond to identified student.

* Provides individual & group counseling to students with identified concerns & needs
* Handles all queries of CAT, ACCA & CA students, attend ACCA, CA meetings
* Participates in professional development activities to improve knowledge & skills
* Interaction with news reporter, customers, students / parents Etc.

**SKILLS Administration and Communication:** Provide efficient administrative support for a wide variety of program participant and staff. Establish and maintain strong working relationships with management and staff. Organize workload, train and support team members.  
**Technical Proficiencies:** Computer literate with proficiency in Microsoft Word, Excel and PowerPoint, Software Installation, Hardware maintenance and Internet.  
• Responsible for other duties as assigned.

**LANGUAGES** • English • Urdu • Pashto • Panjabi

**PERSONAL**   
Date of Birth : 25th May 1982 Marital Status : Married