**First Name of Application CV No 1645086**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>

**Summary**

Experienced, Versatile and Energetic Professional specialize in Human Resource, eager to obtain executive position with-in a growth oriented, progressive Organization. I want to supply my **Human Resource** and **Management skills** and **Customers Services** to an environment where they will make significant impacts on the bottom line. The ideal atmosphere would be entrepreneurial one, in which new ideas are welcomed and decision making is essential.

# Professional Career

# Associate Human Resource Manager (Jan-2014 to Jan-2016)

# Worldwide Education Service

My responsibilities at this company Include: dealing with all kinds of recruitment needs. Elimination the possible employment issues. Ensuring the timely recruitment needs of the organization. Developing and formulation the assessment of employment, offer letters, exit interviews and issuing the contracts

# Duties

* Assisting in short listing of suitable candidates from Application
* Dealing and advising the disciplinary and Grievance procedures
* Writing job specification’s and design the job adverts
* Deciding online Job adverts and newspaper recruiting
* To maintain the Human Resources notice boards.
* To assist with the preparation of training materials.
* Assists to open associates bank accounts.

# Executive Secretary (Feb-2012 to Dec-2013)

**EFU life Insurance**

**Duties**

* Receive, direct and indirect telephones calls
* Maintain the general Public to concerns to appropriate Staff members
* Assist in Planning and Preparation of official Meetings
* Provide Word-processing and other sectoral activities
* Assisted in Confidential documents on word processing systems

# Supervisor Floor (Jan-2010 to Jan-2011)

# Australian Training and Management Group

**Duties**

* Attending escalation calls apart from taking the normal calls
* Conveying the client requirement to the team
* Attaining daily, weekly, and monthly targets specified
* Adhering the schedule as prescribed by Team Leader
* Providing feedbacks to Managers and the end of day

# FREELANCE WRITING EXPERIENCE

# Freelance writer with

* *Cite.hr.com (India)*
* *Austwide group of Training (Australia)*
* *Professional Writings (UK)*

# EDUCATION

**2014**  **BBA**: Human Resource Management

**Pak-American Institute of Management Sciences** \_Lahore

Bachelor of Business administration (Accreditation from HEC)

**SKILLS**

* HR administration Organizational skills
* Initial interviews Exit Interviews
* Planning ahead E-recruitment
* Dispute resolution Adroit Communication

**INTREST**

* Practicing latest communication skills
* Internet browsing & online sharing’s
* Writing and Researching
* Article and academic helper
* Traveling and Socializing

# OTHER INFORMATION

**Nationality Pakistani**

**DOB** 24TH- APRIL- 1989