**OBJECTVES AND MOTIVATION**

A resourceful hard-working and dedicated individual with outstanding administrative

and organizational skills and the proven ability to develop and implement effective new system and procedures. Possesses excellent communication and IT skills with advance knowledge of MS Office, is quick to grasp new ideas and conceptual always keen to develop new skills and expertise. Able to work well both independently and as part of a productive team, demonstrating the motivation and multi-tasking abilities required to meet demanding deadlines while maintaining the highest of standards. Articulate and proactive, combines a professional interpersonal skills and communicate concisely at all levels.

**PROFESSIONAL EXPERIENCE**

**ACCOUNTS & ADMIN ASSISTANT TRANSPORT DUBAI (From Oct 24, 2013 Till Present)**

**DUTIES AND RESPONSIBILITIES**

* Keep and record all data electronically for future purposes.
* Prepare monthly reports of expenses, salaries, withdrawls, etc.
* Analyze and finalize income statement and balance sheet of the company.
* Issue and sign electronic cheques for different purposes.
* Hiring employees and make job description and salary packages for employees.
* Give invoice and quotation of prices for agreements with different companies and educational institutes.
* Using WPS for salary transactions of employees.
* Dealing and contracting with other companies for our services.
* Arranging transportation for the guests and tourists.
* Negociation with employees and drivers for solving their problem
* Give decisions to management for solving different problems and improve the company progress.
* Advertising company through internet, pomflet and newspaper.
* Attract different customers to by offering different types of packages and promotions.
* Setting company policies according to market analysis and government laws.
* Seeking the rules of immigration and labour laws department for visa process.
* Handling all PRO and administration activities of the company office.

**HR OFFICER HAIER PAKISTAN (2005 – 2009)**

**DUTIES AND RESPONSIBILITIES**

* Incharge of administration activities for daily routine purposes.
* Gather data and record it in books and computer.
* Help management in filing work.
* Dealing with labours for their work and give them different locations.
* Check the quantity and quality of the labours.
* Search excellent labours from all over Pakistan for the company.
* Listen and solved the problems of labours and employees.
* Work with upper and lower management as a messenger.
* Participate in selection and recruitment of employees.
* Give decision in setting different packages and allowances for the employees.
* Do market analysis of Company products and give decision for price setting.
* Advertise products through different channels.
* Work as team incharge of 50 members to finish different tasks for self motivation and company prosperous.
* Prepare annually report of the growth of company and presented to the upper management.

**CERTIFICATES**

* I got TWO months internship and internship evaluation certificate from THE BANK OF KHYBER Pakistan on August 06,2008.
* I got 4 years Human Resource and Administration Officer Certificate from Haier, Pakistan on April 25,2009.

**EDUCATIONAL SUMMARY**

**Bachalor of Arts (Sep 2004 – Jun 2006)**

**BASIC SUBJECTS : Political Science, Law & English**

**Edwardes College Pakistan.**

**COMPUTER SKILLS**

* MS Office Expert (word, excel, power point)
* Hardware and Window installation
* Expert of Electronics devices
* Internet and web browsing
* Work on LAN services
* Online transactions

**SOCIAL WORK**

Working in different socities as:

Member of Red Crescent Society at Pakistan.

Member of Social Welfare Society at Pakistan.

**LANGUAGES**

|  |  |
| --- | --- |
| English | Fluent (Speak,Write,Read) |
| Urdu | Fluent (Speak,Write,Read) |

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Date of Birth | **:** | June 25,1986 |
| Marital Status | **:** | Married |
| Nationality | **:** | Pakistani |

**First Name of Application CV No:** **1656942**

Whatsapp Mobile: +971504753686

