Arif

Email: arif.305237@2freemail.com

**Career Objective**

I want to succeed in a stimulating and challenging environment, building the success of the company while I experience advancement opportunities in joyful environment.

**Professional Skills**

* Computer Network Engineer, Sales executive, Transport organizer, Event organizer, Receptionist, Customer Relation, Business developer, limousine service provider
* PRO/HR. Full Recruitment Cycle (Domestic / International), Active / Passive Candidate Generation, Training and development, Team Player, Relationship Management
* UAE Labour Law in depth knowledge

**Technical Skills**

**Operating System:**  Windows98, 2000, 2012 Server, Windows 8.1 & Windows 7.
**Tools: Oracle DBA,** MS Office, Word, Excel, Power Point and Outlook.
**E-Mailing tools:**  MS Outlook, Windows Outlook, Yahoo and Google.
**Hardware:**  Hands on Experience of Computer hardware and networking, Wi-Fi.

**Employers**

[**Abu Dhabi Media**](http://www.admedia.ae/careers/working-at-abu-dhabi-media/) **(freelancer)**Providing Transportation Arrangements from Emirates Transport
to Abu Dhabi media to cover different events like sport, exhibitions,
news updates, film production and other events shooting all around UAE along with camera crew,
lighting crew, decoration crew and production crew.

**Emirates Transport 2015**

Working with Emirates Transport is quite interesting, with responsibilities like
 scheduling transportation for events along with human power, and making reports.

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**Tawasul LLC Abu Dhabi November 2014**

**Tamara Rental (Dubai AirPort Terminal1-Arrival) December 2010- 2014**Duties and Responsibilities
Sales Executive

**Responsibilities.**

1. Co-ordinate with Operations on specification of vehicle and check for availability of cars,
2. Attend telephone calls & emphasize on turning every inquiry into a rental.
3. Maintain reservations, Liaise with Quality, Fleet, Driver and Customer.
4. Organize Chauffeur driver when applicable, Arrange for pick-up or delivery.
5. Checks of upgrades, replacements, breakdowns non movement report.
6. Open/ Close Rental Agreement based on requirements and documentation like invoice, vehicle report. damage reports. Rentals, Leases, Log Book, General Filing.

**Additional Responsibilities.**
7. PRO (Public Relation Officer) Responsibilities.
8. Selection of new recruit’s, Provide training to the new employees. Opening Business site in Sharjah international Airport. Transferring cash deposit back to customer through different money exchange. Recharging salik, payment of Traffic Fines.
9. Keep track of car insurance, Renewal of car insurance, Renewal of car Registration and all related activates.

 **Ikonami – Managing Technology and Transformation November 2009 – April 2010**

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**Software Engineer**

* + - * Team Leader, Web Developer and web Designer
			* Trading With Market Strategy

**Soft Business System (Internee Hospital) January 2009 – May 2009**website: http://sbs.net.pk
Abbaseen Hospital. Lady Reading Hospital (LRH) Peshawar NWGH Hospital Peshawar

**Organizational Skill**

* Involved in full recruiting life cycle & end to end recruitment.
* Understanding client requirements and deciding on the recruitment strategy.
* Interacting with the delivery team on regular basis and prioritizing requirements as per the billable effective dates.
* Sourcing CVs from various channels such as referencing, company’s own database, Job Portals i.e. Monster, Naukri, and networking tools such as Linkedin.
* Conducting Drives, Walk-ins and personal interviews.
* Arranging for technical panels and coordinating at all levels of Interviews.
* Conducting HR interviews to check the candidate’s suitability for the requirement.
* Providing timely feedback to the client on their requirements and to the candidates on their interview.
* Preparing and maintaining various MIS Reports like Tracker sheet, requirement and offer reports, to be sent to delivery heads and top management.
* Hiring resources within the stipulated average salary of LOB (Line of Business).
* Responsible for mentoring new team members in the recruitment process and various active requirements.
* Handling the payroll, compensation and benefits administration.
* Providing leadership, management, coaching, monitoring and direction to the employees to achieve targets.
* Planning and structuring of job advertisements on job portals.

**Academic Qualification**

 Degree: Kohat University of Science & Technology (Kohat) Pakistan
 **Business Information Technology in 2004-2009.**

Diploma’s Oracle University Techno-Eid (USA)
 **DBA Track OCP (Administration) in 2008-2009.**

College: Danish School & College (Chokara) Pakistan
 **Intermediate (F.Se) Pre-Engineering) in 2002-2004**

School: Hera Model School (Ahmad Abad) Pakistan **Matriculation (SSC) in 2002**

Driving School: **Belhassa Driving School 2011
 UAE**

Hospitals: **Lady Reading and Northwest General Hospital**

**Academic Projects**

* Emirates Transport,
* Tawasul Transports LLC,
* Tamara Rental