**ANUM**

**ANUM.335157@2freemail.com**

**PROFESIONAL SYNOPSIS:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Self-directed, enthusiastic educated with a passionate commitment to accept challenges. Skilled in design of challenging, enriching & innovative activities that addresses the diverse interest and need of company. Possess outstanding skills, present information in a variety of ways, emphasizing, attitude to remain flexible. Active team member who effectively collaborates with all the levels of staff members.

**PROFESSIONAL EXPERIENCE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Momentum Media (Pvt) Ltd.*** *HR Officer* *Oct 2016 – Continue*

* Maintaining current HR files and databases
* Preparing new employee files
* Scheduling job interviews and assisting in interview process
* Processing payroll, which includes ensuring vacation and sick time are tracked in the system
* Completing termination paperwork and assisting with exit interviews
* Maintaining database by updating and entering data.
* Maintaining EOBI database and scheduling the monthly payments.
* Registering employees with Insurance and ESSI and keeping follow up.

***Junior Officer’s Cadet School*** *Teacher* *Dec 2011 – Dec 2014*

* Taking responsibility for the progress of a class of primary-age pupils
* Organizing the classroom and learning resources and creating displays to encourage a positive learning environment.
* Planning, preparing and presenting lessons that cater for the need of the whole ability range within their class
* Motivating pupils with enthusiastic, imaginative presentation
* Maintaining discipline
* Preparing and marking work to facilitate positive pupil development
* Meeting requirements for the assessment and recording of pupils development

***Junior Officer’s Cadet School*** *Administrative Assistant* *July 2010 – July 2011*

* Provide general administrative and clerical support including mailing, scanning and copying to management
* Maintain electronic and hard copy filing system

***Jawa Pharmaceuticals*** *Administrative Assistant* *July 2009 – July 2010*

* Perform data entry and scan documents
* Manage calendar for managing director
* Assist in resolving any administrative problems
* Answer calls from customers regarding their inquiries
* Prepare and modify documents including correspondence, reports, drafts, memos and emails
* Schedule and coordinate meetings, appointments.

**EDUCATION AND CERTIFICATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **B.ED**

University of Punjab Lahore, Pakistan

* **Bachelors in Commerce**

University of Punjab Lahore, Pakistan

* **Intermediate in Commerce**

Board of Intermediate & Secondary Education Lahore

* **Matriculation in Science**

Board of Intermediate & Secondary Education Lahore

 **WORKSHOP AND ACTIVITIES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Personality grooming & development

**SUMMARY OF PROFESSIONAL SKILLS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Operating Systems:** Windows 95/98/XP/7
* **Application Software:** Ms-Word, Ms-Excel
* **Presentation Software:** Ms-PowerPoint

**LINGUISTIV PROFICIENCY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* English
* Urdu

**PERSONAL DETAILS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of Birth 25th April, 1992

Nationality Pakistani

Marital Status Single

Religion Muslim