**sobia.353639@2freemail.com**



6+ years’ experience in General Office Management/HR. Track record of supervising daily office tasks including staff coordination, payroll processing, petty cash handling, budget allocation, task management, to handle visitors, direct calls, schedule meetings and distribute correspondence, letters and faxes.. Exceptional team worker, committed to attainment of 100% customer satisfaction while maximizing productivity.

As a passionate individual with excellent administrative and management acumen, I am looking for a position as an Office Administrator/Secretary or HR. Eager to manage the office’s core business functions with absolute integrity.



|  |  |  |
| --- | --- | --- |
| **Experience** |  |  |
|  |  |
| ***01- 2012 -*** | **Management Coordinator & IT Teacher** |  |  |
|  |  |
| ***07-2014*** | *House of Wisdom School, Pakistan* |  |
|  |  |
|  | • Developing a creative learning community across the school |  |
|  | • Have knowledge, understanding and enthusiasm for creative |  |
|  | teaching and learning as a key to raising achievement, aspiration and |  |
|  | motivation and build a community of creative learning practice |  |
|  | across the school, involving all departments as appropriate. |  |
|  | • Involve parents, Governors and other members of the community |  |
|  | extensively throughout the program. |  |
|  | • Develop, through dialogue with the wider school community, an |  |
|  | inquiry based approach which addresses a range of issues relevant |  |
|  | to the broader developmental needs of the school and its learners |  |
|  | and is linked to the school improvement plan. |  |
|  | • Facilitate the long-term development of creative teaching and |  |
|  | learning at a structural and systemic level, using the Creative School |  |
|  | Development Framework and other resources. |  |
|  | • Act as a facilitator in school, able to translate the school’s vision |  |
|  | for creative learning into practical implementation and ensure that |  |
|  | children and young people play a meaningful and active role in |  |
|  | learning that can truly reflect their interests, needs and enthusiasms |  |
|  |  |  |  |

**Personal Info.**

***01-2010 -***

***11- 2011***

**Social Organizer & Administrator**

*Project of Dairy Development, Pakistan*

As administrator my role was to ensure that everything behind the scenes is running smoothly to be a successful company Else was

* Planning of the social organization in consultation with the project staff under the supervision of the manager.
* Identification and selection of the targeted villages in each UC as per set criteria being given by the PM
* Initial contact with the target communities for the introduction of the Project and informing the communities of the social organization strategy of the Project

**Skills**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Management**

Achieved best Management Award from Employer

**Team Management**

Managed Team of 15+

**Communications Skills**

Very often appreciated for positive and effective communication skill

**Project Management**

|  |  |  |  |
| --- | --- | --- | --- |
|  | • Establishment of the Village Committees (VC) in the targeted |  |  |
|  | villages as per Standard Operating Procedures (SOP) |  |  |
|  | • Training and management of VC members in the Community |  |  |
|  | management skills such as record keeping etc. |  |  |
|  | • Monitor all the project activities being carried out by the VC |  |  |
|  | members and will reflect them in their daily reports which will be |  |  |
|  | submitted to Monitoring Officer and Project Manager Food Security |  |  |
|  | & Acting as bridge between community members and the project |  |  |
|  | staff such as Agriculture Officer and Project Manager. |  |  |
| ***03- 2006-*** | **HR Manager** |  |  |
| ***10-2009*** | *Soothmdia Technologies Pvt. Ltd (Software House)* |  |  |
|  |  |  |
|  | **HR Manager** (November 2007–October 2009) |  |  |
|  | **Asst. HR Manager** (May 2007–November 2007) |  |  |
|  | **Administrator** (March 2006- May 2007) |  |  |
|  | **Specific responsibilities for managing and completing a wide range of** |  |  |
|  |  |  |
|  | **human resource and administrative functions to include, but not** |  |  |
|  | **limited to:** |  |  |

* Staff recruitment, retention and terminations
* Maintenance of personnel files and Personnel Action Forms
* Benefits administration and staff compensation
* Counsel and advice to staff on personal and work related issues including providing guidance and direction to management team and employees on human resource related topics
* Develop, manage and implement personnel policies
* Communicate and ensure compliance and consistency with office practices and policies and compliance with all employment related laws
* Effectively interface with all levels of the organization to coordinate and oversee all of the people-related and office management activities
* Make certain that all administrative systems and processes are highly reliable, finely tuned and well delivered with an aim toward pro-action rather than reaction

***Education***



**Training Skills**

Trained Teams for Marketing

and sales, administration,

customer care

Education Sector

Curriculum design, activity base

learning, planning, child

behavior.

**Technical Skills**

Advance Knowledge of MS

Office, Inpage, Internet,

Accounts inventory,

Presentations Preparations,



***2013-present***



***2006-***

***2008***



***2003-***

***2005***



**Master of Science in Project Management/ COMSATS Lahore, Pakistan/ MSPM**

**Master of Business Administration/ Virtual University of Pakistan/ MBA (HR)**

**Bachelor of Science/ Islamia University Pakistan/ B.Sc.**

**(Computer Science)**