**Ejaz**

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**Summary:**

I am an efficient, organized and accomplished professional – having achieved a high level of competency within the HR, Marketing and administration areas. My experience spans over 8 years in various organizations and countries.

***STRENGTHS & QUALIFICATIONS:***

* Excellent communication, interpersonal & organizational skills.
* Strong leadership, high computer proficiency and have good customer manners.
* Strong IT skills with in-depth knowledge in computer operation using, MS Office (Word & Excel, ERP), knowledge of internet researching and typing speed up to 40-50 wpm.
* Ability to handle correspondence independently.
* Full knowledge of Office Administration
* Good analytical, numerical and research skills.

***Employment History:***

**Public Relations Officer:**

**Sept, 2014**  **Select Training and Management Consultancy L.L.C, Abu Dhabi & Dubai, UAE**

SELECT Training and Management Consultancy L.L.C. was established and founded by its Managing Director Natalie Brown in 2006 in the Emirate of Abu Dhabi to offer expertise in the fields of Management Training and Human Resource Consultancy to Corporate and Government sectors in Abu Dhabi & Dubai. I am currently working as a Public Relations Officer with Select since Sept, 2014.

**Key Responsibilities:**

* To submit and ensure the processing of all types of applications and paperwork to the local government bodies in Abu Dhabi & Dubai
* Submit, follow-up and collect all new employment and mission visas to ensure that the visas are processed on a timely manner to support the business
* Renew, update and maintain the trade licenses and other government certificates of all company’s legal entities in the UAE to ensure that the documents are up-to-date.
* To proactively manage the timely renewal of all Employment Visas and Labor Permits.
* To maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.
* To renew all company related licenses prior to their expiry date
* Deal with general enquires regarding PRO functions promptly and efficiently to enhance the level of department service.

**HR Administrator:**

**April 2013 till April 2014** **Wealmoor Ltd Greenford. London, UK**

Wealmoor Ltd. specializes in the production and marketing of a wide range of "exotic" fruit and vegetables from around the world. The Company combines an extensive sourcing network throughout the world with its own farming interests in strategically located countries - The Gambia & Kenya.

## Key Responsibilities:

## Recruitment and induction of all hourly/weekly paid staff, ensuring the HR Induction and H&S Induction is undertaken on PowerPoint and relevant policies confirming the above are signed by the employee.

## Co-coordinating all interviews, issuing appointment letters and contracts of employment on acceptance and responsible for creating a starter pack for all new hourly paid employees.

* Liaising with recruitment agencies and maintaining a current filing system of all agencies and current rates and keeping up to date personnel files
* Ensuring legal compliance is maintained and that all employees have a right to work in the United Kingdom, with valid passport copies, U.K Bank Accounts and NI Cards. Eastern European workers must be registered with the Home Office.
* Administrative support in H&S action points, and coordinating training sessions, maintenance of training records.

**Sales Executive:**

**May 2011 till March 2013** **Pound land Ltd Uxbridge. UK**

Pound land is well known retail chain across the UK with concept of “Everything for £1”. Every week, millions of savvy customers enjoy the fun and exciting shopping experience of Pound land in hundreds of stores nationwide.

**Key Responsibilities:**

Worked as Sales Executive. My job responsibilities were covering payment on counter/tills, banking, Stock control, raise order when reorder level reached, make sure to have every single item available in store, customer service and shelving stock on floor/display racks. Keep the store/sales floor neat and orderly.

* Customer handling with efficient manner.
* Stock Control all departments including seasonal.
* Placing orders on basis of historic sales trends.

**Operations Officer:**

**August 2008 till Jan 2011** **Hertz Rent A Car Sheraton Hotel & Towers Karachi**

Hertz Rent a Car is leading company offering best quality car service for over 90 years on best rate in market.

**Key Responsibilities:**

I worked as Operation Officer to manage all bookings, guest handing, arranging availability of cars, driver Rota and VIP’s dealing.

* Managing Front Desk Sales Operations.
* Handling International Clients & negotiation on tariff.
* Managing and updating customer, sales and drivers data on ERP
* Prepare & Maintain daily transaction Reports.
* Booked reservation over Phone & Emails.

***EDUCATION:***

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| --- | --- | --- | --- |
| **Qualification** | **Major** | **Year** | **Institution** |
| M.A | Marketing & Innovation | **2012** | Anglia Ruskin University (UK) |
| P.G.D | Business Management | **2011** | Lincoln College London (UK) |
| B.A | (General) | **2004** | University of Peshawar, Pakistan |
| Intermediate | Commerce(I.Com) | **2002** | Commerce College , Swabi ,Pakistan |

**Courses:**

* CIT (Certificate in Information Technology) (Duration: 6 months)
* In house 7 week communication and interpersonal skill program
* Passed one day Customer Service workshop training.