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| Looking forward to utilize my experience in HR and Administration to effective contribute in recruitment  processes and to implement and utilize my expertise in the HR and administrative operational matters.  **ACADEMDIC QUALIFICATION** |
| **Master in Business Administration**, Allama Iqbal Open University, Islamabad, 2002 |
| **MBA Executive,** Preston University, USA (Islamabad Campus) 1997 |
| **ADDITIONAL QUALIFICATIONS** |
| Diploma in Computer Applications, Petroman, Islamabad *(1 year),* January-Dec 93 |
| Diploma in English language, National Institute of Modern Languages Islamabad *(3 months),* January-June 95 |
| Secretarial Course in Typing/Shorthand, Secretarial Training Centre, Karachi *(8 months)* January-August 89 |
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| **PROFESSIONAL EXPERIENCE** |

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| **SUMMIT INTERNATIONAL SCHOOL Abu Dhabi, UAE**  ***HR and Administration Manager***  *June 2015 – Present*  Managing overall teacher’s recruitment process such as interviewing and selection procedures, coordination of labour and visa processes, update staff data and employee files, manage payroll process, processing documents as per the ADEC compliance; Responsible for all operational contract management and their effective implementation across the school, solicit new proposals, management procurement and meet the legality issues of these contacts, general office management and other administrative control on day to day basis. |
| **INTERNATIONAL COMMUNITY SCHOOL Abu Dhabi, UAE**  ***HR Manager***  *July 29, 2013-May 31, 2015*  Ensure recruitment of quality teaching staff in a timely manner, implementation of policies, procedures, , oversee the process of labour and immigration and renewals, ensure compliance with applicable employment laws and regulations, conducts background check/employment reference checks, attend staff queries or disputes, grievances, discipline issue, manage leaves of absence, monitor and update employee database payroll processing, coordinate with Admin for various administrative matters, manage insurance matters. |
| **HUMAN DEVELOPMENT FOUNDATION Islamabad, Pakistan**  ***Administration & HR Manager*** *Dec 14, 2007 to Jul 27, 2013* ***&*** *Nov 20, 2004 to Apr 6, 2005*  Manage and direct overall Operations of Administrative and HR services of HDF at National Office and its regional offices, Mange an organizationally complex program structure consisting of multiple and diverse seven operational regions. This job mainly included to perform all personnel and HR functions, establish and maintain administrative system manage transport fleet, building maintenance, and general office management. Also ensure logistical support to office, maintenance of office equipment, transportation and managing security services. Also determine fiscal requirements of administrative operational budget and monitor inventory records. |
| **SAIF GROUP OF COMPANIES Islamabad, Pakistan**  ***Office Coordinator***  *May 23, 2005 to December 13, 2007*  Assist in operational and administrative matters of the various group companies including Globecomm, Saif Holdings and Saif Textile mills. Arrange traveling, hoteling and coordinate with Corporate Administration Department on administrative matters to provide timely support in the areas of procurement. Also make all the required arrangements including security, hotel/flight reservations for the guests visiting from abroad |

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| **IUCN-THE WORLD CONSERVATION UNION Islamabad, Pakistan**  ***a. Project Administrator*** *(ad-interim) January 1, 2003 to November 19, 2004*  Carry out special assignments to relinquish the project responsibilities as Project Administrator by Coordination of logistical and training arrangements for project activities and facilitation in preparation of quarterly and annual progress reports as per requirements of the project donor and partners. Liaise with project UNDP and project partners. Close interaction with regional project staff and give advice on project activities and maintain effective liaison with government agencies, All these assignment were carried out as interim arrangement in conjunction with the secretarial functions mentioned below |
| ***b. Executive Secretary***  *August 18, 1997 to December 31 2002*  Provide secretarial and administrative support to the Project Manager and project staff by independently handling of routine letters and queries, formatting, typing and/or editing of project reports and correspondence, maintain a complex and effective filing system. coordinate logistical arrangements, arrange in house as well as outstationed workshops/meetings, coordinate purchase of equipment and manage the inventory database. Maintenance and updation of two project websites www.macp-pk.org and www.trophyhunting-pk.info; |
| **SHIFA INTERNATIONAL HOSPITAL Islamabad, Pakistan**  ***Executive Secretary*** *December 16, 1991 to August 15, 1997*  Ensure smooth organization of Administration office and overseeing the other clerical staff; manage filing system, travel arrangements; maintain daily appointments; and arrange meetings and conferences. Provide assistance by determining the matters requiring priority attention; and prioritize, and facilitate communication between department heads. Provide follow up to assignments given to management staff, department heads. Also assist in processing and designing administrative activities policies & procedures. |
| **ANWAR KHAWAJA INDUSTRIES Sialkot, Pakistan**  ***Steno Typist***  *September 1991 to December 1991*  Provide Secretarial services to two Directors of the company. Such as taking dictation and preparing letters, faxes, memos, telex and general correspondence. Maintain a filing system. |
| **QURESHI TECHNICAL TRAINING CENTRE Sialkot, Pakistan**  ***Typing/Shorthand Instructor*** *September 1990 to March 31, 1991*  As a full time **Typing/Shorthand Instructor** taught typing and shorthand to different level of students that include the jobholders as well as the fresh college students of Commerce. |
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| **TRAININGS CERTIFICATES/WORKSHOPS** |
| * Competency Based HR Management, 17-19 May, 2016, Organized by TraiCon Events, Dubai * Effective Letters, Memos, and Emails, a training conducted by British Council, August 29-30, 2003 |
| * Attended World Parks Congress held at Durban, South Africa as Congress Secretariat Staff, Sep 8-17, 2003 * Managing Skills for Secretaries, Administrative Assistants, and Support Staff, by HRDC, March 28-30 2002 * Gender Sensitization Workshop conducted by KZR (2 days), **June 1999** |
| **HONOURS AND AWARDS** |
| Recognition Certificates received at Shifa:   1. Certificate of Recognition on the occasion of the visit of President of Pakistan at Shifa 2. Certificate of Appreciation and 200 shares on the occasion of the first Anniversary Shifa |
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