**Sadaf**

|  |  |
| --- | --- |
| [Sadaf.363028@2freemail.com](mailto:Sadaf.363028@2freemail.com) |  |

# Areas of Expertise

|  |  |  |
| --- | --- | --- |
| ***HR Policy Execution***  ***Complaint Handling & Resolution***  ***Recruitment*** | ***Enhancement***  ***Front-End Supervision***  ***Sales & Margin Improvement*** | ***Teambuilding & Training***  ***Trainings***  ***New Ideas & Innovations*** |

**EDUCATION**

Master of Science in Business and Economics (MBE) (2009-2011)

B.com Commerce (2006-2008) (BISE, BWP)

Intermediate (2004-2006) 2ndDivision (BISE, BWP)

**HR Executive AL Sorour Group Abu Dhabi (December 2016 to April 2017)**

* Dealing with redundancies, gross misconduct, and maternity leave issues.
* Assisting in the short listing of suitable candidates from applications.
* Dealing and advising on disciplinary and grievance procedures.
* Developing & improving existing HR procedures and processes
* Making sure that any promotions, transfers and pay rises take effect as planned.
* Conducting inductions for new employees.
* Organizing and arranging interviews for candidates.
* Writing the terms of employment & contracts for new employees.

**HR Assistant National Foods Pakistan (1 Year)**

* Provides payroll information by collecting time and attendance records.
* Submits employee data reports by assembling, preparing, and analyzing data.
* Maintains employee information by entering and updating employment and status-change data.
* Assisting with day to day operations of the HR functions and duties
* Providing clerical and administrative support to Human Resources executives.
* Compiling and update employee records (hard and soft copies).
* Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).

**Accountant In Punjab Group Of Colleges (1 Year)**

* Lead the accounts department, managing, mentoring and motivating the team
* Undertake annual staff reviews
* Produce monthly management accounts in the approved format
* Ensure the efficient processing of all financial transactions, including invoicing and collection of moneys due
* Maintain a daily cash flow schedule and produce regular cash flow reports

**BUSINESS DEVELOPMENT OFFICER Soneri BANK.LTD Pakistan (1 YEAR)**

**Key Responsibilities: Nov 2011-Dec 2012**

* Preparation of sales statement daily, weekly and monthly basis.
* Opening accounts on daily basis and processing according to policy.
* Payments of foreign remittances like western union, express money etc.
* Processing of debit cards, SMS services and other Alternative services.
* Bank Dealings with customers on generating fresh deposit for achievement of monthly deposit target and also other products like Car Ijarah, takaful etc.
* Maintain daily visit reports to customer and making call to customer.
* Making proposal of car ijarah financing and send the case to concern department and disbursing the finance.
* Payments of foreign remittances like western union, express money etc.
* Processing of debit cards, SMS services and other Alternative services

**Madrast-ul-Banat Higher Secondary School Mathematics Teacher From July 2008 to August 2009**

* Teaching Mathematics From Grad One to Five Oxford Books
* Head of Math Department of Junior Section

**Technical Skills**

* Microsoft Excel, Word PowerPoint and know well about computer all windows.
* CCNA from Corvit, Lahore, Pakistan
* Knowledge of Computer Networking LAN,WAN
* Install and configure hardware and software and servers.
* Implementation ERP Oracle, Intermediate SAP, Dynamics.
* Excellent Command in English language.
* Effective participant as a team member.
* Excellent Presentation skills.
* Excellent communication skills.
* Leadership & motivation skills in team work.

**Bio INFORMATION**

Date of Birth 02-10-1988

Gender Female

Nationality Pakistan

Marital Status Single

Driving license Pakistani