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| **Personal Information** | | | | | | | | |
| **Aslam**  [**Aslam.366569@2freemail.com**](mailto:Aslam.366569@2freemail.com) | | | | Name | | | Copy of aslam 1 | |
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| **Objectives** | | | | | | | | |
| Seeking a responsible and suitable position as per my qualifications , where I can utilize my organization skills and work experience to serve the company in a professional manner and carrier growth Along with Company. | | | | | | Key 2 Sucess | | |
| **Technical & Professional Certifications** | | | | | | | | |
| **Duration** | **Year** | **Provider** | | | **Certification Title** | | | **Distinction** |
|  | 2000 | Lahore College of Computer and Management Science, LAHORE | | | Diploma in Business Administration and Computer Science  Financial Accounting, Marketing, Statistics, Economics, Computer Sciences. | | | **Computer** |

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| **Curriculum Vitae** | **April**  **2017** |

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| **Work Experience** |
|  | **8th March 2003 till 30th March 2016(Resigned), SARA Group of Companies (KSA - Riyadh), Beginning hired as Personnel Assistant, then promoted to HR Serv. Coordinator.**  **Jobs & Responsibilities:**   * Assisting HR Manager for all related Tasks for Human Resources Department. * Supervising all HR Clerks and distributing them their daily basis jobs and tasks. * Handling Tickets and Hotel Reservations. * Controlling of in-coming and out-going correspondence to branches and other department. * Supervising the Preparation of the personnel filing system. * Supervising the preparation of weekly reports for under process recruitment. * Supervising all Employment Offers for new employees. * Handling of Medical Insurance Scheme and correspondence with Medical Insurance Company for New Additions, Deletions, Amendments and Cash reimbursement Claims. * Supervising and Controlling the EOSB (End of Service Benefits procedures) * Supervising the Maintenance of employee records. * Supervising all other general or specific duties. |
| **Omak Akif Trading Est.** | From 2nd Sep, 2000 To 31st Aug, 2002. worked as a “***Secretary”*** in **“Omar Akif Trading Est.” in Al-Khobar K.S.A.**  **Jobs & Responsibilities:**   * + Preparation of weekly and monthly statements   + Arranging all domestic and international travels either business trip or vacation for employees.   + Handling and following up queries.   + Co-ordinate extensively with all branches for arranging deliveries and future requirements.   + Receiving inquiries from customers and quoting for the same.   + Attending sales call from clients.   + Launch and promote new products.   + Follow up the purchase orders.   + Preparing invoices and maintaining sales records.   + Preparing external and internal correspondence. |

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| **Skills** |
| Skills2.jpg | **Technical Skills:**   * Excellent Knowledge in Ms Office 2003, 2007, 2010 * Operating all windows 10, 8, 7 * Working on Outlook e-Mail service * AS400 (JD Edwards), ULTIMUS * English language (Fluent) * Arabic (Speaking Fluent) * **Personal Skills:** * Good communication and interpersonal skills * Time and Stress management * Efficiency in managing multiple tasks * Creative, enthusiastic, and committed. * hard worker |