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| **Personal Information** |
| **Aslam****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 ScienceFinancial 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.
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| **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
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