

UMAIR

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**Career Objective**

Seeking a career-oriented position in a professionally managed organization where my education and capabilities are best utilised for personal and organizational development.

**Professional Profile**

**~** Computer literate **~** work consistency and dedication **~** good Interpersonal skill **~** Self motivated

**~** team player **~**

**Professional Experience**

**Projects Coordinator - *Top Fit Interior Decoration LLC,*** *Dubai, U.A.E.*

From **June 2016 – Jan 2018**

**Job responsiblities:**

* Handles administrative works such
* Purchasing Power Parity
* Prepares daily Manpower Report
* Keeping all related staff documents and passport in the file
* Prepares salary survey and salary scale design
* In-charge to conduct induction for new joiners and circulate introduction mail to all departments
* Giving assistance to the HR such as monitor attendance, prepare monthly payroll, staff confirmation, staff appraisal and etc

**HR & Admin Executive – *ARCO International LLC (ARCO Group)*,** *Dubai, U.A.E.*

From **May 2011 until April 2016** (5years’ experience)

* Worked as an Archives Clerk / HR coordinator
* Keeping all related staff documents and passport in the file
* Experienced in Real software.
* Request for a weekly report from PRO about all under processing visas.
* Prepare salary survey and salary scale design
* Conduct induction for new joiners & circulate introduction mail to all depts.
* Monitor attendance, prepare monthly payroll, staff confirmation, staff appraisal
* **Recruitment:** Coordinated interviews as and when required and maintained an assorted database of CVs for manpower requirements. Drafted advertisement in the leading newspapers and coordinated with recruitment agencies.
* **Visa formalities:** Documentation of new visas, visa renewals, health card and medical formalities for new recruits.
* **Induction:** Coordinated induction program and joining formalities for new recruits.
* **Data Management**: Update and maintain employee information in the database with respect to prescribed parameters.
* **Probation Assessment & Performance Appraisal:** Co-ordinate Probation Assessment new recruits and Performance Appraisal for existing employees who are due for their appraisal with their respective line managers and top management.
* **Administration**:
  + Responsible for maintaining attendance / punching records of employees, to incorporate them in the Payroll system.
  + Annual leave of employees and air ticketing.
  + Coordinating with the branches of the company for its smooth and efficient functioning.
  + Corresponding through Phone calls, Faxes, e-mails and Postal mails with group companies.
  + Data Management of the resource bank, maintaining employee related data, keeping safe custody of all personal files etc.

**Sales & Marketing** **- *Expert Mobiles*,** Bawahal pur, Pakistan, 2006-2009

* Ensuring the volume of sales for the month
* Assisting customers with complaint and queries

**Office Assistant cum Computer Operator** ***Cholistan Development Council*,** 2009- 2011

* Assisting on filing, faxing and all related office work
* Keeping all data entries in the file.
* Encoding all information needed

**Educational Qualification**

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| --- | --- | --- |
| ***Degree*** | ***Board*** | ***Year*** |
| B.Com | Bahawalpur | 2011 |
| Intermediate | B.I.S.E. Bahawalpur | 2007 |
| Matric (Science) | B.I.S.E. Bahawalpur | 2003 |

**Computer Skills**

* Microsoft Office & Internet (Basic)
* Computer Diploma in E-Financial Course
* Extensive usage of Internet & E-mail

**Other Skills:**

* Painting
* Singing
* Good Team handling skills
* Good Counsellor
* Good Decision maker
* Good Problem-solving skills

**Language Skills**

* English & Urdu Panjabi Sariki, Hindi

**Hobbies**

* Reading news papers, Playing

cricket, Listening Music.

**Personal Details**

* Date of Birth : 02-12-1986
* Nationality : Pakistani
* Religion : Islam
* Marital Status : Single