**Gulfjobseeker.com CV No:** **972984**

**Mobile** +971505905010cvdatabase[@]gulfjobseeker.com

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Highly competent professional offering formal education, valuable experience, skills and attributes for a   
rewarding role in the domains of office management. Equipped with Master’s Degree in Business Administration   
- Human Resource Management and 8+ years proven work experience in Office Management, Record management, back office support, client relations and customer service. Demonstrated strong competencies in provide consultation to management on employee relations issues, and manage all disciplinary issues within the company. Achieved consistent growth through outstanding performance and competencies in working well under pressure, meeting deadlines, setting job priorities and organizing work functions. Work closely with management and employees on all grievance issues within the company. Highly proficient in using customized software and other applications to effectively perform streamline operations. Possesses excellent analytical, problem solving, planning, organization, coordination, monitoring and communication skills. Presently seeks challenging post in Colleges, IT Institutions or any progressive organization to utilize gained expertise.

**STRENGTHS**

+ Well - trained & Experienced Professional

+ MBA in Human Resource Management

+ Marketing, Economics & Marketing Principles Knowledge

+ Strict Adherence to Set Policies & Standards

+ High Sense of Commitment

+ Excellent skills of MS Word including

PowerPoint, MS Word and Excel

+Expertise in Office Management

+Office Working – Office Record Keeping +Letter Typing – Local Networking

+ With Keen Eye for Details

+Excellent Team Spirit & Leadership Skills

+Excellent working on Local Area Networking and

Software Handling + Hardware troubleshooting and

Management

**QUALIFICATIONS**

* Master of Business Administration – Human Resource Management, Alhamd Islamic University Quetta,
* Bachelor of Arts - Economics & Sociology, University of Balochistan, Pakistan
* Intermediate in Engineering, Tameer-i-Nou Public College Balochistan Board Quetta, Pakistan
* Advance Diploma in Information Technology

**­CAREER SNAPSHOT**

Lecturer in Computer Science and Computer Lab Incharge, Tameer-i-Naou College Quetta, Pakistan

Feb 2010- Dec 2012

Network Designer and Steno, Network Management (LAN) and Presentation Room Incharge

Frontier Work Organization, Quetta Pakistan Jan 2006 - Dec 2009

Network Designer and Steno Typist, Network Management (LAN) and Office working on computer,

Civil S&GD Department, Quetta Pakistan Feb 2005- Dec 2005

Customer Relation Officer and stock Incharge, GO CDMA Quetta Pakistan Feb 2004-Oct 2004

Customer Relation Officer and Mobile Sims Stock Incharge, U-Fone Quetta Pakistan Mar-2003-Jan 2004

**ACHIEVEMENTS**

• Performed assigned workload with indefinable enthusiasm, commitment, honesty, dedication and drive   
 towards contributing to continued business growth.

• Showed flexibility in working well in cross-functional teams with a good sense of urgency to complete   
 multiple tasks even under pressure.

• Recognized as a quick learner who can easily understand and adapt company processes.

**AREAS OF EXPERTISE**

**Office Management and Local Area Networking**

• Apply fundamental knowledge of Office Management Principles and become acquainted with departmental processes and procedures. Perform a variety of networking functions including connectivity, analysis, maintenance, trouble shooting and verification of hardware under direct supervision.

* + - Recruitment
    - Employeerelations
    - Payadministration
    - Performancemanagement
    - Employment legislation
    - Equal opportunities
    - Absence management

• Work on computers programmed with accounting software to carry out assigned duties.

• Liaise and work cooperatively with banks, auditors, suppliers and all parties dealing with the company.

• Uphold awareness of applicable laws and regulations to maintain up to date compliance.

• Help in continually reviewing and setting up improvements to current procedures.

**PROFESSIONAL DEVELOPMENT**

• ITEC level 2 Certificate in Human Resources Administration

* Short Hand – Millat Centre Quetta Pakistan

• Role of Youth in Drugs Control, BUITEMS Quetta, Pakistan

• IT Awareness Course, BUITEMS Quetta, Pakistan

**I.T. SKILLS / Certificates**

* MS Office (Microsoft Word, Excel and PowerPoint)
* Hardware and software (All computer architecture work)
* MCSA (Microsoft Certified System Administration)
* CCNA (Cisco Certified Network Administrator)
* ICP (Internet Communication Protocol)
* CIWD (Certified in Web Designing)
* Hardware Assembling
* Well knowledge about Adobe Photo Shop CS 4 and CS 5.

**PERSONAL DETAILS**

Nationality : Pakistani

Date of Birth : 10th June 1986

Marital Status : Single

Visa Status : Visit Visa

Languages : English, Urdu, Pashto, Sindhi, Barahvi and Farsi