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**YASIR**

[**YASIR.208459@2freemail.com**](mailto:YASIR.208459@2freemail.com)

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| **PERSONAL**  **DETAIL**  **DATE OF BIRTH**  .  **01-04-1983**  **NATIONALITY**  Pakistani  **DOMICILE**  Muzaffar Garh  **MARITAL STATUS**  Single    **RELIGION**  Islam | **Objective :**  To be pragmatic by putting my knowledge into practical. To join a highly professional team in a dynamic and global organization with challenging work environment to execute my skills.  **EDUCATION**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Degree** | **University /Board** | **CGPA/ Marks** | **Percentage %** | **Session** | | **Matric** | B.I.S.E D.G Khan | 480/850 | **56%** | **2000** | | **F.A** | B.I.S.E D.G Khan | 561/1100 | **51%** | **2007** | | **B.A** | BZU Multan | 512/800 | **64%** | **2009** | | **M.B.A** | MBA | Continue | **-----** | **2013** |   **EXPERIENCE**   * Worked as “Admin Assistant” Reporting Admin Officer/IC Admin in Descon Engineering Qatar L.L.C   From November 2011 to October 2013 my key responsibilities were as below  **Manpower Coordination**   * Applying Visas on E-government medical appoints and visa renewel. * • Lining up candidates for interview, selection test and documentation. * • Hire needed manpower in assigned business unit according to manpower plan, Screening CV’s, interviewing process, offer letters, hiring documents * Applying their visas and after issuance of visa coordinating for their mobilization providing all the docs to sites for gate passes. * • Preparing salary agreements and record maintenance. * • Ensuring documents completion for mobilization of both management and non-management staff. * • File number generation in Centralized Manpower System (CMPS), * • Coordination with site offices for manpower data and monthly manpower report compilation & dissemination. * • Manpower sourcing through local and overseas manpower agencies. Assisted in the whole staffing process * Sourcing on web portals for local and gulf hiring * C.V Screening & short listing * Scheduling, status making, case preparation & Filing * Successfully coordinated local and overseas hiring campaigns * DESCON official web recruitment portal handling. * Issuing Inter Project Movement Orders considering the requirement analysis report. * Prepare Documents for Exit (Kharooj) Process for Leave / Terminates / Resigned cases. * Daily manpower status both for direct & indirect staff & updation of mobilization status. * -Daily Attendance on Site & Office. * -Computerization of Attendance and Report to Planning Department. * -Daily Time Sheet Entries * -Weekly and Monthly Reports as per Requirement. * -Record & Complete Procedure of New and Old Employees. * -Prepare Monthly Salaries.   **Time office and Manpower Inductions:**   * Assist in arrangement of manpower at site , induction of new mobilized candidates and arrangement of their PPEs. * Assist time office supervisor in scanning, maintaining attendance records and allocation of manpower. * Visit site regularly for identifying employees sitting idle and make report for future actions.   **Manage and Keep record of following Activities:**   * Sewage Removal * Skip Removal * Drinking water usage * Inward and Outward passes for vehicles and tankers * Invoice Verification   **Housekeeping:**  Manage housekeeping at site office and ensure maintenance & cleaning of ablution blocks.  **Transport:**   * Keep record of company owned and rental vehicles. * Monitor and keep record of fuel consumption. * Manage and Verify OT and SOT of drivers and staff. * Invoice Verification (Rental Vehicles & Fuel Consumption). * Manage maintenance of vehicles. * Vehicle deployment as per site requirement. * Assist Transport Coordinator in all matters related to transportation.   **Recordkeeping:**   * Responsible for maintaining records of all designated activities. * Worked in EKL as a “Computer Operator” from 6-02-2005 to 23-07-2006 * Worked in HRL as “Computer Operator” from10-11-2006 to 24-12-2007 * Worked with UBL Bank * Worked with Turkish Red Crescent * Worked with Pattan Org   **COMPUTER KILLS**   * CCNA(Cisco Certified Network Associate) * D.C.A(Diploma in Computer Application) * D.C.I (Diploma in Computer Information) * MS-Word, MS-Excel, MS-PowerPoint * MS Windows * Internet * Installation * In page * Adobe Photoshop   **CABABILITY**   * Strongly Motivated and Quick Learner * Able to Work both independently and as a part of team. |
|  | **WORKSHOP AND TRAININGS** |

* Workshop on Active citizens”SYCOP” NGO.
* Workshop on Youth participation grass rout democratic development(YPGDD)
* Workshop on Power and Governance “PATTAN” NGO.
* Trainings on “Monitoring and Evaluation” and “Voluntarism” and “Advocacy”