

***SIBGHAT***

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# Career Objective

I hope to take on a challenging human resources management or Administration position in a Company of repute, where I could use my extensive experience in the field of staff recruitment and placement, payroll management and overall employee relations.

# Summary

Starting my carrier with a small Courier and Cargo company as an operation executive most of my carrier has been working in Human Resource , Admin and Finance section. While working with a tourism Company i have dealt almost with every nationality and had been extending administrative and logistical support. Then joined a leading Media Group, 'Jang Group' who is a leader of Media field in Pakistan, where most of my work was focused on Receivables and where i had the opportunity to motivate , influence and make clients agree to some mutually beneficial terms and conditions. Next, went overseas to KSA with a large group as an HR generalist and where most of my time was spent with dealing people make them understand the policies of the company and Labor Law of the country. It was almost an end to end service provision i.e. recruitment, selection,orientation, placement, payroll processing, employee grievence handling end of service benefit calculations and exit interviews. Finally landed in a HR Consultancy Company in where my work is head hunting , training , recruitment and placement.

# Personal Bio-Data

Date of Birth: 01th Jan 1976

Marital Status: Married

Nationality: Pakistani

Languages Known: English, Arabic, Urdu, Punjabi and Pashto

Visa Status: Visit.

# Qualification

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| **Certificates/Degrees** | **Years** | **Board/University** |
| MPA (Finance) | 1999-2001  | Institute of Management Studies University of Peshawar |
| Graduatein Commerce. | 1994-1998  | Govt.Commerce College Chitral University of Peshawar |
| Diploma in Commerce. | 1992-1994  | Govt. Commerce College Chitral University of Peshawar. Diploma in Commerce. |

# Computer Skills

Windows 2000, XP Microsoft word, Excel, Power point, Outlook Express, Scanning Technology, Internet proficient, Type writing 45 W/ PM .Working Experience in Briton ERP , Quick Book and Peachtree Accounting software Windows XP,2000.

# Experience

**Stallion Overseas Employment Consultant**

**JUL’2014 to Date**

**HR Consultant**

***Main Tasks and Key Achievements:***

 Develop strategy to fulfill the manpower demand and requirements of the Clients within dateline. Training and development of all semi skilled workers, delegation handling and arrangements of venues for conducting trade tests. Short listing, trade testing and conducting interview as per request of the Clients.Arrangement and coordination of all legal requirements for conducting recruitments.

**Arab Supply & Trading Company Tabuk Saudi Arab**

**JAN’2012 to May, 2014**

**HR Generalist**

***Main Tasks and Key Achievements:***

Responsibility of Coordinating and handling 2500 employee of the company in five construction hospital projects in different parts of Saudi Arab. Main duties and responsibilities were following.

Manpower planning, orientation, documentation, coordination and placement.

Handling all required manpower recruitment from South and South East Asian Countries.

Head hunting, sourcing, short listing candidates and conducting initial interviews.

Coordinate internationally with recruitment agencies for required manpower provision.

Employment contract drafting and file management.

Visa arrangement for exit and re-entry of expatriate employees.

Payroll management, calculation and processing in Briton ERP system.

Coordinating exit going employees and conducting exit interviews.

Employee’s performance evaluation and salary increase up date.

Medical Insurance dealing.

Receiving vacation application and processing as per standard policy of the company.

Arranging Air ticket and transportation for the company employees.

**Jang Group of Companies Rawalpindi Pakistan Apr’07 to Dec’11**

**Finance Coordinator Risk & Recovery Section.**

***Main Tasks and Key Achievements:***

Coordination with advertising agencies regarding Credit and Collection.

Dispute settlement and aging analysis of outstanding receivable.

Preparing all necessary documents to be sent to the clients regularly.

Co-ordination between branch offices and head office to ensure correct data provision.

Conducting reconciliation of receivables with clients for the whole group.

Cheque collections, submission and reporting to the head office.

Maintaining monthly, semiannual and annual report of receivables and reporting to head office.

Dealing with government Ministries and Press Information Department for reconciliation and collection of overdue payments.

**Adventure Tours Islamabad Pakistan**

 **May’04 to Mar’07**

**Admin and Finance Officer**

***Main Tasks and Key Achievements:***

Checking and approval of receipt and payment vouchers.

Finalization of accounts books, “computerized and manual”.

Preparing bank reconciliation statements.

Coordinating activities between finance, marketing and operation department.

Ensuring proper filing and maintenance of official records.

Assisting in package and itinerary development.

Looking after hotel reservation, transportation and visa requirements and arrangements.

Handling official correspondence and procedural work with Ministry of Tourism and other government agencies.

Financial analysis and budgeting.

Comparative and trend analysis of business, clients and finances.

**Courier Net International Islamabad Pakistan**

**May’02 to Mar’04**

**Operation Executive**

Looking after overall operation of Lahore Office Cargo division.

Coordination with head office and with Clients to ensure well on time deliveries.

**Strengths:**

Good Communication, analytical, logical and organizational skills.

Quick learner, with retention capability and a cooperative team worker.

Confident of handling and accomplishing tasks within the deadlines.

Familiar to new technologies and multi tasker.

Self motivated and highly innovative professional.

Excellent international exposure.