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|  |  | A business Administration graduate with over 10 years of experience in Administration and Management with excellent communication and teamwork skills. |
| Education |  | **Masters in Business Administration** – University of Pakistan [2003-2004] Specialization in HR and Administration, 3.68CGPA, IELTS with 6 band. **E - Commerce** – E-Tech, Pakistan [2000-2001] MS Office, Word Processing, Data Entry. |
| Experience |  | **Manager Admin and Operations** – Excellence Luxury Transport, Dubai, UAE [May 2015 till date]  * Manage day-to-day operations of the company, * Improve the operational systems, processes and policies in support of organization’s mission – specifically support improved management reporting, information flow and management business processes and organizational planning, * Manage Drivers and their daily jobs. * Manage Company’s Vehicles repair and maintenance. * Ensuring smooth operation of the employee rota system, * Assisting and implementing new ideas for the growth of the business, * Meeting with clients for business development and improvement, * Provide communication systems by identifying needs, evaluating options, maintaining equipment and approving invoices, * Develop new policies for the customers and employees, for the betterment of the company with higher management.  **HR and Admin Manager** – Aftab Currency Exchange Ltd, UK & Pakistan [2012-2015]  * Ensuring company complies with all applicable codes in addition to its legal and statutory requirements, both in the UK and Pakistan, * Keeping up to date employee details, employee time management, maintaining employee telephone etiquette training with relevant trainer and handling employee salaries, * Initiate, develop and implement HR operational policies and procedures, * Consolidate internal and external salary benchmarking to further analyze and provide advice to management, * Interview and evaluate appropriate candidates for the relevant position and manage training programs for staff upgrading * Organize visa and travel arrangements, * Create and monitor SOP’s and conduct motivational speeches,  **Chief Operating Officer** – Pakistan Cleft Lip & Palate Assoc., UK and Pakistan [2009-2012]  * Establish and maintain relations with government authorities, labor union and other related personnel, * Liaise among governing boards, medical staff and department heads, * Liaise with affiliated hospitals in UK and USA, * Arrange and coordinate travel for assisting doctors from affiliated hospitals, * Develop procedures for quality assurance, patient services, medical treatment, department activities and public relations outreach programs, * Present monthly, quarterly and annual reports of NGO in Executive Committee meetings, * Provide coaching and training to direct supervisors as necessary in all aspects of HR function, including salary and benefits administration, recruitment and hiring processes and employee relations, * Participate in fundraising and community health planning, * Performed other relevant tasks as assigned by General Secretary and President of PCLAPA.  **CAD Manager** – Bank Alfalah Ltd, Pakistan [2008-2009]  * Prepare monthly and annual reports of advances, * Provide back up of manager credit, * Supervise the documentation of credit cases, * Advise on insurance products, claims and procedures.  **Business Development Manager** – Bank Alfalah Ltd, Pakistan [2005-2008]  * Screen potential business deals by evaluating options; resolving internal priorities; recommending equity investments. * Negotiate and close business deals and maintain extensive knowledge of current market conditions * Maximize revenue for the organization, * Developing rapport with new clients, * Set targets for sales and provide support to clients.  **Liaison Officer** – University of Lahore, Pakistan [2002-2005]  * Liaise between organizations to communicate and coordinate activities for senior officials, * Abide by policies, process and procedures with regards to intellectual property rights, * Represent formal meetings with the aim of providing a clear and coherent message to the liaison organization. |

**First Name of Application CV No:** **1668666**

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