

**Covering Letter**

**Admin, HR, Recruitment, Office Supervision & Management and Professional Support**

This is in response to your advertisement which I read with great interest and enthusiasm. I seek to serve your firm with all my vigor strength and perseverance my skills and qualifications match your requirements for this position. Therefore, I am submitting my detailed resume for your review and consideration. Please allow me to explain briefly the contribution I would make with your organization.

**Immediate joining**

I offer you my services, properly attributed by my honesty dedication and diligence. I carry with me a total experience of sixteen years during which I had the opportunity to be a part of several multinational companies and important projects. I have demonstrated proficiency in all core office administration and HR/personnel functions including document preparation, internal/external communications, data and records management, meeting scheduling, administration and personnel duties, legal documentations and task prioritization. In short, I can manage the whole office and team exclusively, juggle multiple tasks effectively, and maintain confidentiality with highly sensitive materials and matters.

I would bring to your district not only these HR/administrative skills, but also a positive, cooperative attitude that I have displayed throughout my career. I maintain calm under pressure and adapt to meet the unique needs of each organization.

Again, my resume will elucidate the required skills and background you seek. I would welcome the opportunity for an interview at your convenience, and I thank you in advance for your time and contemplation.

Sincerely,

Rana

Dubai

United Arab Emirates

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| **Personal Details:** |  |  |
| Name | : | Rana |
| Date of Birth | : | 06 May 1979 |
| Nationality | : | Pakistani |
| Marital Status | : | Married (02 kids, aged 10 & 5 years) |
| Gender | : | Male |
| Email | : | [Rana.373378@2freemail.com](mailto:Rana.373378@2freemail.com) |
| Driving License | : | Valid Driving License of UAE & PAK |

**Educations & Qualifications:**

Master in Computer Science

Al Khair University Gujranwala - Pakistan 1999-2001

Bachelor in Science

Punjab University Lahore - Pakistan 1996-99

Intermediate in Science (Pre-Engineering)

Govt. College Kamokey - Pakistan 1994-96

Matriculation in Science

Govt. High School Kamokey - Pakistan 1992-94

**Performance certificate & medal from Foreign Common Wealth Organization (FCO)**

**Languages:**

I have interpersonal communication & correspondence skills in English, Urdu, Hindi, Punjabi and basic of Arabic.

**Professional Experience:**

Sept 2007 to Aug 2017 - Al Masaood Bergum Abu Dhabi - UAE www.amb.ae Worked as Senior HR Administrator in AMB a joint venture of Italian & Arab group of

companies is leading supplier of pre-fabricated steel & timber Frame buildings at economical prices in the Middle East since 1978.

Oct 2005 to May 2007 - Control Risks Group Basrah - Iraq www.crg.com

Worked as Administration Manager in British Consulate for CRG an independent & specialist risk consultancy with 27 offices in 5 continents, provide advice and services that enable Government, private companies and international organizations to accelerate opportunities and manage strategic and operational risks.

Jan 2003 to Sept 2005 - Al Safi General Trading LLC Ajman - UAE www.alsafi.co.ae Worked as Assistant Admin Manager in Al Safi Gen Trading an importer & exporter of cleaning machinery and equipments in the Gulf region.

March 2001 to Dec 2002 - Cleantex International Pakistan - www.cleantex.com

Worked as Executive Administrator in Cleantex Int’l an exporter of quality food products in the Gulf region.

**Interests & Hobbies:**

Travelling & Dinning, Creativity & Social Media, Music & Sports, Shopping & Beach.

**Job Profile:**

Overseeing & implementing HR/administrative procedures, establishing work priorities and coordinating the acquisition of HR/administrative services such as office space, Trade Licenses, visas, insurance, security, travel arrangements, leave salary, foreign and local recruitment and others relevant services.

Delegating work to office support team and ensuring deadlines are met. Having exceptional organizational skills, attention to details and taking initiatives.

Carrying out administrative activities associated to personnel (recruitment, offer letters, NOC, visas, employment contracts, leave applications, medical tests, insurance health cards etc.) office premises, labor camps etc. Also coordinating for monthly and annual salaries, leave calculations, flights arrangements and etc.

Coordinating with insurance agencies and organizing for the medical insurance for all employees, vehicles as well as premises.

Arranging maintenance and purchasing of office equipments (including internet & telephones) liaising with utility companies.

Synchronizing with parent company on all HR/administrative issues that require their assistance and taking administrative actions related to managements requests.

Having ability to adopt variety of environments and circumstances also willingness to work long hours and under pressure.

Supervising and coordinating office administrative procedures, review, evaluate and implement new procedures. Handling of Petty Cash and others.

Coordinating and planning for office services such as accommodation, relocation, equipments supply, forms, disposal of assets, parking, maintenance and etc.

Managing meetings, travel arrangements, daily diary, corresponding, stationary, phone calls, maintaining filing system and other important issues pertaining and associated to office and employees.

Planning and implementing HR strategies and policies for development including recruitment and selection, discipline, grievance, counseling, benchmark of salary and compensation, training, development and other issues like annual appraisal reports and bonus. On and off board process to all employees, selection to relieving.

Recording and distributing minutes of meetings and other relevant information to the Management team as and when required.

Managing the assigned tasks and projects from the key company management involving the tracking, reporting and coordination of outstanding issues.

Coordinating the board and committee meetings as needed to include preparation of agenda and all materials pertinent to the meetings.

Responsible for all correspondence or information to be provided to board members and for the maintenance of a professional and courteous relationship with the board.

Ordering supplies or equipments according to established policies and procedures and in a timely manner, to meet needs of the office. Prepare necessary documentations and authorization.

Liaising with the PRO and concerned staff to ensure that all legal documents related to organizational and staffs are up to date. Handling total Staff of 5500+.

Can provide complete HR/administration support to the organization covering all departments, managing the suppliers, interacting with the regional headquarters, acting as interface between the team and the clients by filtering unnecessary and non-urgent matters.