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|  | C:\Users\Shafqat\Desktop\2015-09-15-13-14-59-562.jpg    **Shafqat**  **Mobile No**  Whatsapp +971504753686 / +919979971283  **E-mail:** [**shafqat.376061@2freemail.com**](mailto:shafqat.376061@2freemail.com)  **UAE Driving License :** Yes |
|  | **Objectives**  Work in challenging environment, test my skills, make my self-motivated and committed towards achievement of organizational tasks. Always try to gain valuable experience. As well as to polish my skills and capabilities that would enable me to make a significant contribution in whatever organization I get in.  **Education**   * **M.A (International Relations) 2013**   From Kohat University of Science & Technology, Kohat, Pakistan   * **B.A (Humanity) 2006**   From Kohat University of Science & Technology, Kohat, Pakistan   * **HSC Pre-Engineering 2002**   From Govt. Post Graduate College, Usterzai Payan Kohat, Pakistan   * **SSC2000**   From Govt. high secondary school Usterzai Payan Kohat, Pakistan  **Experience**   1. **MIMAR BUILDING CONTRACTING L.L.C (DUBAI) from 28 Nov 2015 to 30 Nov2017.**   **Working as a “PRO” in Mimar building contracting l.l.c.**  **Role and Responsibilities of PRO**   * Work permit, residency, visa and immigration related documentation. * Renew, update and maintain all employees and their dependent visas, labor cards and labour contracts with job offer letter typing, medical and emirates id typing. * Flexible and willing to work outside normal working hours, if there is a requirement * Preparation of documents for Dubai Municipality (DM) for all projects. * Well versed and understands the UAE Labor Law * Completing Online and Written Application forms * Send employees a notification on documentation required prior to their visa/labor card expiring * To maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change * Updating all employees health insurance and Company Vehicles Registration, Insurance, Salik & Fines etc * Manages Immigration payments to settle immigration related payments and coordinate with account payable team regarding reporting requirement. * Assist HR with administration-related task that may include but not limited the following: filing, administering medical insurance plane, preparing personnel certificates, leave management. * Manage and track renewal process for the commercial licenses / certificates e.g. Commercial Registration, Municipality License etc. * Performs other duties as assigned  1. **SAVE THE CHILDREN (AMERICAN ORG) From (Dec 2013 to Dec 2014)**   Worked as a **“Admin & Finance Officer”** in Fata KP Health Project at Orakzai Agency  **Role and Responsibilities of Admin & Finance**   * Financial and administration record keeping * Prepare monthly JV and classification of expenses. * Prepare monthly JV and classification of expenses. |

* Prepare weekly, monthly and quarterly finance report
* Prepare cash book and bank reconciliation statements.
* Prepare monthly financial reports and annexed schedules for onward.
* Checking of log books maintained by drivers on fortnight basis.
* Maintenance of vehicle record, reporting in case of accident, driver’s overtime sheets.
* Arrangements of travel and hotel reservations for trainings, preparation of travel authorizations.
* Responsibility of safekeeping of organization money, vehicles and property.
* Mess arrangement of office staff and guests as per policy.
* Tracking petty cash, keeping appropriate records, and maintaining reconciliations
* Conduction of trainings and workshops and also buildings and hall arrangements.
* Prepare budget demand and work plan for upcoming month and year.
* Performed multi task within the role as required

**Technical Skills**

* MSOffice skilled in MSWord, Excel & PowerPoint
* Office Application
* Outlook

**Courses**

* IELTS (International English Language Testing System)
* Office Application (One Year)

**Extra-Curricular Activities:**

* Active Participant of CAMP in Survey & FGD
* Active Participant of Befare in Survey & FGD
* Active Member of HWM Organization

**Personal Traits**

* Strong Leadership and Interpersonal skills
* Confident, Energetic, Improviser
* Optimist and Highly Motivated towards Work
* Time Management Skills

**Personal Information**

D O B : 10 SEP 1983

CNIC NO : 14301-1978369-3

MARITAL STATUS : MARRIED

RILIGION : ISLAM

NATIONALITY : PAKISTANI

DUBAI DRIVING LICENSE : YES

**Language Proficiency**

* English
* Urdu
* Pashto

**References:**

Reference will be provided on request.