

**BADAR**

**Mail :** **badar-393497@2freemail.com**

**PERSONAL INFORMATION**

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| **Nationality** | **:** | **Pakistani** |
| **Gender** | **:** | **Male** |
| **Date of Birth** | **:** | **20/12/1992** |
| **Marital status** | **:** | **Married** |
| **Visa Statues** | **:** | **Visit Visa** |

**LANGUAGES KNOWN**

**English & Urdu**

**INTERESTS AND HOBBIES**

**Reading, Travelling & Listening music**

**CERTIFIACTE**

* **Tally Erp 9 Accounting (Software).**
* **Symbols (Software)**
* **Office Automation (Word, Excel, Power point)**
* **Internet (Browsing & Email)**
* **Windows 98, 200, Xp & Win7**
* **Graphic Designer**

**EDUCATION**

* **MBA (Project Management) – Preston University Kohat**
* **BBA (horns) (Marketing and Finance)**
* **Preston University Kohat**
* **F.A (Private) – Kohat Board**
* **Matriculation**

**(Computer Science) International Public High School Kohat**

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| **OBJECTIVE** | ***Resume of Badar***  |  |
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I am looking for extensive and enhancement of academic and practical knowledge by working in a reputable organization, which provides excellent growth opportunities and challenging environment.

**SUMMARY**

I’m looking for a Suitable position to add value to my career and the business, with knowledge to deal with different types and categories’ of people each day. my will to work expresses how much customer satisfaction is a primary goal. Possessing a good team spirit, deadline orientated and having the ability to succeed in a demanding sales environment. Now looking forward to a making a significant contribution in a ambitious and exciting company that offers a genuine opportunity for progression

**PROFESSIONAL EXPERIENCE**



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| **Company** | **:** | **in Pakistan** |
| **Position** | **:** | **Admin Officer** |
| **Department** | **:** | **Administration** |
| **Period** | **: Dec 2016 to May 2019** |

***Duties and Responsibilities***

* Resolves administrative problems by coordinating analyzing data and identifying solutions.
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintain equipment inventories.
* Provide information by answering questions and requests.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Completes operational requirements by scheduling and assisting administrative projects and expediting work.
* Maintains professional and technical knowledge by attending educational workshops and trainings and establishing personal networks.
* Contributes to team effort by accomplishing related results as needed.

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| **Company** | **:** | **in Pakistan** |
| **Position** | **:** | **Admin Officer** |
| **Department** | **:** | **Administration** |
| **Period** | **: April 2015 to June 2016** |

***Duties and Responsibilities***

* Monitoring and maintain office equipment, inventory supplies; orders replacement supplies as needed.
* Creating, updating and maintain, expense records of vehicle (including refuelling, oil change, maintenance record ) and other related records.
* Organizing conference room scheduling, equipment, and ensuring proper cleaning and seating arrangements.
* Preparing travel arrangements for office staff and managers; overseeing and preparing expense reports.
* Maintaining office by periodical or emergent repairs / replacement of faculty systems including electric, mechanical and civil installations.
* Coordinating building and maintenance issues for general repair (heating and air conditioning, security, etc.) and updating (carpet cleaning, painting, etc.).
* Organizing Special functions and social events.
* Purchasing computers, printers, supplies, and other equipment.
* Monitoring incoming and outgoing mail; signing of packages; receiving mail and packages from couriers and delivering to proper recipient.
* Assisting other departments (such as financial department or HR) with administrative or clerical support.



**SKILLS**

* **Excellent written and verbal communication skills**
* **Proficiency in MSOffice**
* **Strong organizational skills with the ability to multi-task**
* **Attention to detail and problem solving skills.**
* **Customer service-orientated**
* **Motivated, organized and neat.**
* **Flexible**

**STRENGTH**

* **Positive attitude**
* **Intellectual**
* **Smart worker**
* **Ability to accept challenges quick learner.**

**REFERENCE**

**Up on request**

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|  |  |  | ***Resume of Badar***  |
| **Company** | **:** | **Kohat Cement Factory - Pakistan** |
| **Position** | **:** | **Internee** |
| **Department** | **: Human Resource** |
| **Period** | **: 2 months** |

***Duties and Responsibilities***

* Participating in recruitment efforts.
* Posting job ads and organizing resumes and job application.
* Scheduling job interviews and assisting in interview process including
* Calling Candidates for interview
* Ensuring availability of waiting area for candidates and interview room.
* Informing Interview Bard and ascertaining their presence.
* Sending letters to selected candidates after interview.
* Preparing new employees files.
* Orienting new employees to the organization (setting up a workstation, email address, etc)
* Providing job description and Employee Handbook.
* Generating Biometric login for attendance.
* Maintaining current HR files and database.
* Updating and maintaining employee benefits, employment status, and similar records
* Maintaining records related to grievances, performance reviews and disciplinary actions.
* Performing file audits to ensure that all required employee documentation is collected and maintained .
* Completing termination paperwork and assisting with exist interviews.

**DECLARATION**

I hereby declare that all statement made in this application are true complete and correct to the best of my knowledge and belief.