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# Toqeer

Address: UAE

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**Career Objective:**

I would like to work in a dynamic organization that supports the application of analytical and technical skills to improve the company’s profitability and provides an opportunity for professional efficiency and growth.

**Academic Qualification:**

* BBA (Hons) Al-Khair University A.J.K (2006-2010)
* Diploma in Business Administration P.B.T.E Lahore (2005)
* SSC from BISE Sargodha (2003)

**Additional Qualification:**

1 Year Diploma in Computer Hardware & Software

**Professional Experience:**

**August 2016 to September 2019**

**Parent Relations Officer**

**Duties:**

* Admission Confirmation- Successful conversion of all new visitors into admissions by continuous follow up and updating the same in BEAMS
* Withdrawal Retention- Ensuring 100% effort in retention of all withdrawal requests for all those cases where Management decision or input is required
* Maintenance of Student Record- Ensuring that the student personal file and Beams record is properly updated and maintained
* Follow up Calls to all the fee defaulters - Ensuring maximum recoveries and hence zero or minimum auto-withdrawals.
* PRO Contact Validation- ensuring that the contact with the parents is validated on regular basis as per the described formula.
* Monitoring Student Attendance- Ensuring 100% student attendance marking on BEAMS

**September 2015 to May 2016**

**HR Officer**

**Duties:**

* Support the development and implementation of HR initiatives and systems
* Provide counseling on policies and procedures
* Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process
* Create and implement effective onboarding plans
* Assist in performance management processes
* Support the management of disciplinary and grievance issues
* Maintain employee records (attendance etc.) according to policy and legal requirements
* Review employment and working conditions to ensure legal compliance

**November 2014 to September 2015**

**Accountant:**

**Duties:**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Substantiates financial transactions by auditing documents.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Accomplishes the result by performing the duty.
* Contributes to team effort by accomplishing related results as needed.

**September 2010 to June 2014**

**Mazmoon-i-Shauq School:Administrator:**

**Duties:**

* Financial Management. Maintaining a database of all accounts, updatingall receivables and payables.
* Office Management, providing technical support to the staff and students.
* Conducting Banking transactions
* Word processing
* Scheduling and coordinating appointments and events.
* Maintaining student’s files, preparing exam papers and reports.

**July 07, 2010 to 26th November 2010:**

**College of Global Technologies Rawalpindi**:**Coordinator:**

**Duties:**

* Coordinating instructions with head office for timely completion of work plan
* Implementation of policy and procedures and updating daily data
* Evaluation of instructional program
* Facilitating and organizing interviews for various positions
* Preparation and maintenance of students files
* Preparation of admission/registration and examination forms
* Reporting to head office
* Coordinating/implementing policies/instructions to other branch offices in Islamabad, Swat and D.I.Khan.
* Implementing policies for examinations

**Jan 4, 2010 to July 02, 2010**

**Beacon Abroad System Rawalpindi:**(Foreign Education Consultancy)

**Marketing Executive:**

**Duties:**

* Networking with clients, partners and public
* Communicating and Managing client’s relationship
* Sourcing, advertising (newspapers, radio, T.V)
* Managing marketing materials, including leaflets, posters, newsletters, brochures, & Cd’s
* Arranging for the effective distribution of marketing materials
* Maintaining and updating client’s databases
* Organizing and promoting conferences, seminars, exhibitions etc.
* Managing the budget
* Evaluating marketing complaints

**September 24, 2007 to October 31, 2008:**

**Dewan Salman Fibre Ltd** (Group of Industries) **Hattar Haripur**

1. **Supervisor (Human Resource Department):**

**Duties:**

* Preparing monthly salary
* Analyzing reports for all Dewan Salman Fibre Ltd locations
* Preparing monthly staff turnover report for all locations
* Preparing salaries for daily wage earners
* Maintaining Staff files on regular basis
* Preparing final settlement of employees. (Induction day, casual/sick leave)
* Computerizing employees work history
* Implementing Employees Old-age Benefit Insurance & Employees Social Security Insurance policies

1. **In charge Time Office: Dewan Salman Fibre Ltd** (Group of Industries) **Hattar Haripur**

**Duties:**

* Maintaining employees working hours
* Preparing monthly attendance data and payroll
* Preparing monthly roster for smooth operation of four shifts
* Preparing daily attendance & summary report

**Interpersonal Skills:**

* Proficient in Communication and Organization
* Sharp Administrative & Management Skills
* Hardworking, trustworthy and energetic
* Creative ability with an analytical mind especially in understanding business processes
* Ability to work as team player
* Reporting & presentation skills
* Able to produce productive and quality work even when multi-tasking

**References:**

Will be provided on request