

**KASHIF**  
**HUMAN RESOURCE / ADMIN PROFESSIONAL**  
**10+ Years of work experience**



Available for Temp & Full Time Work Assignments

**Summary**

Having more than 12 years of expertise in handling facilities and events, I have a strong skill set that comprises excellent communication, precise administration, and exceptional customer service abilities. I am skilled in budgeting and excel in maintaining financial efficiency and effectiveness in operations. I am excited to use my skills in organization and flexibility to help the team achieve success.

**KNOWLEDGE, SKILLS & COMPETENCIES**

- Facility Management
- Vendor Management
- Asset Management
- General Management
- Event Management
- Ability to deliver timely results.
- Presentation and communication
- Customer Services
- Handling Correspondence
- Strong interpersonal and leadership
- Adaptability
- Active Listening

**WORK EXPERIENCE**

Organization           **Dawood Hercules Corporation**  
Designation           Admin In charge  
Tenure                   June 2023, to December 2023

**Responsibilities:**

- Managing guest inquiries and reservations.
- Welcoming visitors, delivering top-notch customer service, and attending to their questions, requirements, and issues
- Supervising the process of arrival and departure of guests, handling check-in and check-out procedures, confirming guest details, and maintaining smooth operations.
- Guiding and managing the housekeeping team to maintain cleanliness standards.
- Overseeing laundry services, conducting room inspections, and managing inventory control.
- Managing guest house finances involves overseeing budgets, tracking expenses, and keeping financial records.
- Handling administrative responsibilities such as maintaining records, updating guest databases, creating reports, and addressing guest feedback.
- Overseeing the maintenance and repair activities of the guest house, ensuring that all facilities are in good working condition. Coordinating with contractors and suppliers as needed.
- Managing administrative tasks such as record-keeping, maintaining guest databases, preparing reports, and managing guest feedback.

Organization           **Urtasker (Pvt) Ltd**  
Designation           Admin Manager  
Tenure                   January 2020, to May 2023

**Responsibilities:**

- Perform general office duties such as answering phones, managing emails, and handling correspondence.
- Greet and assist visitors, ensuring a professional and welcoming environment.
- Maintain office supplies inventory and place orders when necessary.
- Schedule and coordinate meetings, appointments, and travel arrangements for staff.
- Managing the facilities and ensuring that it is clean and safe for employees.
- Creating and putting into place protocols and guidelines that oversee administrative activities.
- Ensuring safety of company's assets and employees.

- Ensuring prompt and timely resolution of employees and management issues.
- Manage transportation arrangements and hotel bookings of employees and management.
- Assist in the preparation of reports, presentations, and correspondence.
- Maintain and update filing systems, both electronic and physical.
- Handle confidential and sensitive information with discretion.
- Support the team with various administrative tasks as needed.

Designation                    **HR & Admin Manager**  
 Tenure                            January 2019 to December 2019

**Responsibilities:**

- Ensuring seamless integration of HR and administrative functions, promoting efficiency, compliance, and a positive work environment.
- Sourced, screened, and onboarded new candidates through Social Media Platforms.
- Payroll processing, managing attendance and organizing staff training sessions.
- Manage, implement safety policies and implementing new HR policies to facilitate efficient employee recruitment.
- Maintain up-to-date personnel records, both manual and electronic.
- Actively participated in the performance review process for staff members.
- Supervise day-to-day operations of the administrative department and its staff members.
- Manage and prepared monthly reports detailing departmental activities.
- Maintained effective relationships with vendors and local authorities.
- Supervised day-to-day operations of the administrative department and staff member.
- Schedule and coordinate meetings, appointments, and travel arrangements for staff.

Organization                **Roots International School**  
 Designation                **Manager Administration & Logistics**  
 Tenure                         June 2013 to March 2015

**Responsibilities:**

- Ensuring administrative excellence, logistical efficiency, and compliance.
- Coordinate and oversaw all daily administrative activities and ensuring policy adherence.
- Collaborate closely with academic departments to provide essential administrative support.
- Develop and implement comprehensive logistical strategies for successful events and activities.
- Maintaining records related to administrative and logistical activities.
- Managing transportation arrangements and hotel bookings of employees and Management.

Organization                **Sulemani Engineering Services**  
 Designation                **Manager Administration & Procurement**  
 Tenure                         February 2006 to April 2013

**Responsibilities:**

- Ensuring administrative excellence, efficient project coordination, cost-effective procurement, and a well-organized, compliant work environment.
- Oversee daily administrative operations and ensuring policies adherence.
- Collaborating closely with project managers for administrative support.
- Execute logistics plans for smooth and uninterrupted flow of all construction projects.
- Recruiting and hiring administrative and logistics staff for smooth process.
- Maintaining records for transparency and accountability in operations.
- Collaborating closely with other departments for smooth and uninterrupted flow of construction projects.

Organization                **Embassy of Afghanistan**  
 Designation                **Secretary to Ambassador**  
 Tenure                         April 2003 to October 2003

**Responsibilities:**

- Manage schedule and appointments, including organizing meetings, arranging travel, and preparing itineraries.
- Coordinated and facilitated communication between the ambassador and other officials, including government officials, diplomats, and staff.
- Managing ambassador's office, including organizing and maintaining files, managing supplies, and

overseeing administrative tasks.

- Assisted with the preparation and coordination of events and ceremonies hosted by the ambassador, including managing invitations, coordinating logistics, and overseeing catering and decorations.
- Acted as a liaison between the ambassador and other embassy staff, facilitating communication and ensuring that administrative tasks were completed in a timely and efficient manner.
- Handling sensitive and confidential information with discretion and always maintained a high level of professionalism

Organization            **Trans Tech Pakistan**  
Designation            Administration Manager  
Tenure                    August 2002 to April 2003

### **Responsibilities:**

- Oversaw the daily administrative operations of the construction company, including managing staff and ensuring that policies and procedures were followed.
- Coordinate with project managers to ensure that administrative support was provided as needed, including scheduling of construction activities, coordinating resources, and managing budgets.
- Execute logistics plans for construction projects, including managing vendor contracts, transportation, and materials procurement.
- Led the recruitment and hiring process for administrative and logistics staff, including conducting interviews and evaluating candidates.
- Maintained records and generated reports related to administrative and logistics activities, including financial reports, attendance records, and performance evaluations.
- Coordinate with other departments and external partners to align administrative and logistics activities with the construction company's goals and objectives.

## **PROFESSIONAL TRAINING**

RECRUITMENT & INTERVIEWING SKILLS FOR MANAGERS  
British Council – Islamabad – Pakistan 16 – 17 October 2003

## **CERTIFICATIONS**

Facilities Management  
Facilities Management (Maintenance and Repairs)  
Office Procedures in the Modern Workplace

## **ACADEMIC RECORD**

<b><u>DEGREE/CERTIFICATION</u></b>	<b><u>EXAMINING BODY:</u></b>	<b><u>YEAR</u></b>
Bachelor of Commerce	University of Punjab – Lahore	2000

## **REFERENCE**

Mr. Anup P Bhatia, HR Consultant  
Arabian Job Seeker  
+971504753686  
[feedback@arabianjobseeker.com](mailto:feedback@arabianjobseeker.com)