



MUHAMMAD SOHAIL

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§ Dammam, Saudi Arabia

OBJECTIVE

Seeking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends.

WORKING EXPERIENCE

HR & ADMIN COORDINATOR

From Jun, 2013
To date

Al-Howail Company For
Trading And Contracting

Dammam
Saudi Arabia

Job Responsibilities:

- § Update and maintain employee files with required documentation
- § Obtaining visas, completing required documentation.
- § Performing Iqama renewal, update information, exit & re-entry & exit visas etc. for employees by ELM SYSTEM.
- § Monitor end dates for contracts and licenses and ensure renewal if required within required time.
- § Process, verify, and maintain all HR documentation & ensure employee records are up to date.
- § Assists in recruitment & selection as instructed by Higher Management.
- § Processing employees vacations.
- § Maintain employee data in HR software
- § Drafting letters (like Salary increment, notice, warning, transfer etc.) & forward to concern department after approval.
- § Answering calls, taking messages and handling correspondence.
- § Maintaining diaries and arranging appointments of Higher Management.
- § Implementing new procedures and administrative systems.
- § Operates office equipment (printer, scanner, fax machines)
- § Maintains office supplies as necessary.
- § Coordinating mail-shots and similar publicity tasks
- § Logging or processing bills or expenses
- § Office manager and other secretarial duties as required.
- § Organizing travel itineraries, visa applications and handling expenses.
- § Coordinating with Accounts department and provide them all necessary documents.
- § Submits the online investigation requests and assists with new employee background checks.

<p><u>ADMIN & HR ASSISTANT</u> From Jan, 2012 To May, 2013</p> <p>Smart Army Housing Store. Askari 14 Rawalpindi Pakistan.</p>	<p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none"> § Performs customer service functions by answering employee requests and questions. § Updates HR System with employee change requests and processes paperwork. § Assists with processing of terminations. § Assists with the preparation of the performance review forms. § Assists HR Manager with various research projects and/or special projects. § Assists with recruitment and interview process. § Schedules meetings and interviews as requested by HR Manager. § Schedules conferences by reserving facilities at local hotels and/or restaurants. § Makes photocopies, faxes documents and performs other clerical functions. § Files papers and documents into appropriate employee files. § Assists or prepares correspondence. § Prepares new employee files. § Assist with day to day operations of the HR functions and duties § Provide clerical and administrative support to Human Resources executives § Deal with employee requests regarding human resources issues, rules, and regulations § Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc.).
<p><u>DIETETIC ASSISTANT</u> From Feb, 2010 To April, 2011</p> <p>Shifa International Hospital Ltd. H-8/4 Islamabad Pakistan.</p>	<p><u>Job Responsibilities:</u></p> <ul style="list-style-type: none"> § Help patients choose from the hospital menu § Order supplies for the department § Monitor a patient's food § Input data on patients' records § Show patients how to use feeding tubes and pumps § Weigh patients § Explain a patient's diet and nutrition plan

PERSONAL INFORMATION

§ Date of Birth	: May 23, 1987
§ Sex	: Male
§ Civil Status	: Married
§ Religion	: Islam
§ Nationality	: Pakistani
§ Languages:	: Urdu, English, Punjabi (mother language) and Arabic understands and speaks
§ Address	: House No. 57-A Dhoke Walidad Jhamrah Morgah Rawalpindi Punjab Pakistan

SKILLS AND INTERESTS

- Computer literate – Advance User
- Good in verbal and written communication skills in Urdu & English languages.
- Quick learning skills.
- Very good cooperation in team work.
- Having excellent sense of organization.
- With pleasing personality.
- Openness to experience.
- Handle work load.

EDUCATIONAL BACKGROUND

DIPLOMA INFORMATION TECHNOLOGY (Two Years) YEAR 2014	Pakistan institute of Modern Studies Islamabad Pakistan.
DIPLOMA HRM (One Year) YEAR 2009	Skill Development Council Pakistan.
INTERMEDIATE (HSSC) YEAR 2006	Govt. Gordon College Rawapindi Pakistan. General Science Group
MATRIC (SSC) YEAR 2004	Govt. Elliot High School Morgah Rawapindi Pakistan. Science Group

All references available upon request.