



WAQAR AHMED

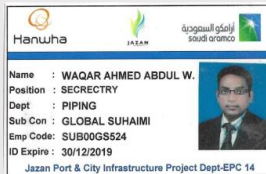
Office Manager / Administrative Assistant / Secretarial / HR

CAREER SUMMARY

More than 15 years of experience as Secretarial / Administration and HR with proven track record of successfully managed and meeting deadlines systematically.

Responsible for implement work processes to develop efficiency, manage organized and deal with concerns at all levels.

Responsible to resolve problems by problem- solving and decision-making tactics.



PERSONAL INFORMATION

Mobile:

+966583073220

+966567983235

E-MAIL:

Waqar8808@gmail.com

Date of birth:

19-06-1979

Nationality:

Pakistani

Address:

Eastern Province, Saudi Arabia

Civil status:

Married

Iqama:

Valid(Transferable)

Driving License:

EDUCATION

- [Master's Degree] - [University of in Sindh Pakistan]
- [BCom] - [Government S.M. College, Karachi-Pakistan]
- [MBA (06 Courses)] – [Institute of Business & Technology]
- [MIR (1st batch)] – [University of Karachi Pakistan]
- [Diploma Information Technology] – [Skill Development Council, Government of Pakistan]

WORK EXPERIENCE

Duties and Responsibilities:

- Provided bilingual Secretarial/Administrative/Executive-level assistance.
- Organized meetings, appointments and interviews.
- Attended meetings and write meeting minutes.
- Maintained manual / Electronic filing system / Employee's and Customer's records.
- Travel booking for Executives/Managers and Staff for business trips and Annual Vacations, follow-up and tracking for Shipments.
- Greeting Official's visitors and tending phone calls or redirect when necessary.
- Coordinates with recruitment agencies overseas for manpower.
- Writing official letters, circulars, warning/termination letters, contracts Experience Certificates, definition letters etc.
- Prepare attendance summary for employees to be forwarded to supervisor for salary cards and updates for new/exit employees.
- To prepare and Ensure the timely and accurate processing of the Monthly Payroll according to the schedule defined for employees to receive their remunerations and to Ensure postings of transactions related to employee's Compensation & Benefit details (e.g. Allowances, Overtime, Vacations, Absences etc.) are accurately entered into the payroll system & report in accordance with the Company's Policy and Procedures.
- To prepare and Ensure the timely and accurate processing of the employee's Settlements and End of Service benefits in accordance with company's Policy and Procedures.
- Maintained / Update Health Insurance BUPA.
- Necessary office maintenance and look after Office equipment and general maintenance.

Valid (2023)

REFERENCES:

To be provided on requests

Hobbies and Interests

Volunteering and community involvement

Traveling

Internet

Additional Qualifications:

Diploma:

Civil Drafting

(Government Certified)

Diploma

Graphic Design

(Government Certified)

Diploma

Computer Hardware

(Government Certified)

Certified English Language Courses

(Pak. American Cultural Centre PACC)

EMPLOYMENT HISTORY

Al Ansari Group [Adm & HR Coordinator/Secretary]

2019-DATE

Global Suhaimi Company [Secretary to General Manager]

2017-2019

Al kayan Décor Company [Secretary to the CEO]

(with an Italian Interior Designing Company in Riyadh Saudi Arabia)

2013-2017

Lakson Tobacco Company [Asst. Company Secretary]

1997-2012.

SKILLS AND QUALIFICATIONS

Experience working in a wide array of working environments.

Excellent organizational and time management skills.

Fast and accurate typing skills.

Quick learner, proficient with various databases.

Experience writing Quotations and memos.

Excellent public relations, written and verbal skills.

Superb communication and interpersonal skills.

Flexibility and adaptability to change.

Ability to work independently or in a team environment.

Committed to cultivating relationships with clients and customers.

COMPUTER SKILLS

Diploma in IT, Expertise in Computer knowledge and skills in Microsoft office, Microsoft Excel, Microsoft Outlook.

Excellent typing skills.

Social media.

Email communication.

LANGUAGES

-English 

-Urdu 

-Arabic 