

Mehtab Umar

House# 2/D, Building 23, Sector F Askari Lahore

(Contact +92 3431783988)

DOB: 18-04-1995 Marital Status: Single NIC: 38103-2741879-5

E-Mail Id: mehtabumar1@gmail.com

Career Objectives:

To work with a vigorous and professional organization that will help me to grow, take best out of me and grant me the opportunity to excel in the respective field of work and to work in an organization where one's career grows with the organizational growth.

Professional Experiences:



HR Officer

From (September-2021 – Continue.)

- Started Career with Multimillion Store Chain Company
- Conducting Interviews of more than 400 staff for different roles and positions for new opened Branch
- Managing all HR matters (people management) and actively liaison between Management and staff on daily basis.
- Solely managing staff attendance on daily basis and ensure the accuracy of attendance to get the payroll process smoother.
- Assisting HR executive in preparation of monthly payroll for more than 400 people staff.
- Also participating with staff trainings and assisting GM branch in decision making



HR & Administration (Lahore)

From (Dec-2020 – May-2021)

- Responsible for all admin related works (supervising daily purchases, daily office administration)
- Completely liaison between staff and top management (directly working with CEO, bridging the CEO – Staff connections)
- Responsible for candidate Initial shortlisting and all post offering documentation for selected candidates.
- Responsible to manage form house (shop) for their daily operations and reporting status to CEO.



Administration & Accounts Officer

From (-2019 – Nov-2020)

- Responsible for administration works (Student's admissions, fee collection, candidates' data base, grade-4 staff recruitment etc.)
- Weekly reporting to the management committee about college growth.
- Daily lias-on with student's parents about any issue faced by individuals
- Run monthly pay roll to the staff (excel based salaries sheets)
- Maintain accounts (Accounts Receivable, daily receipts & payments, Accounts Payable) as per accounting standards
- Responsible for events management (Monthly parents-teacher meeting and extracurricular activities)



Administration & Accounts Officer

(Internship)

- Worked in sales & operations departments supported sales team in market visits
- Identified the actual problems in market and reported back to head office management
- Prepared a final assessment report and presented to the management along with innovative ideas on problem

Academics:

- **BBA Hons** from **UET Lahore**
- **I. Com** from **BISE Rawalpindi**
- **Matriculation** in Science from **BISE Sargodha**

Skills:

- MS Office
- Work Management

References:

Allah Bakhsh Nizami (Customer Service Director,) (Saudi, Gulf & Pakistan GE Power)