

# GOHAR AFAQ QURESHI

Mob : 0333-5151353/ 0333-9522416 /Res.091-2322330

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## Professional Experience

### ► Recruitment Officer

Reporting to: HR MANAGER

#### AL-KIFAH HOLDING COMPANY

SAUDI ARABIA (DAMMAM)

**Period: From September 04, 2007 to January 21,2019**

Job profile: Performing all HR related jobs, from cv collection to final induction in the company.

#### Duties & Responsibilities:

- ✓ Collection of CV's
- ✓ Conduct interviews on Skype
- ✓ Preparation of offer letter after selection
- ✓ Visa allocation for the candidate
- ✓ Preparation and maintaining, status of manpower
- ✓ Dealing with several offices abroad for manpower
- ✓ Preparation of attested contracts for candidates before their arrival
- ✓ Maintain all the records of the manpower in company.

### ► Administration Manager (2004-2007)

KB International Peshawar Pakistan

Reporting to: CEO

### ► Chashma Sugar Mills (2000-2004)

Worked as P.A to General Manager

### ► Saudi Binladin Group Saudi Arabia (1998-2000)

Worked as secretary/Project coordinator to project manager

## Key Skill Areas

- Report Writing
- Collect cv's
- Take interview by phone, Skype, hangout
- Send offers to the selected candidates.
- Arrange their transportation and accommodation upon their arrival.

## Personal Qualities

- Self Motivated
- Communication & Interpersonal Skills
- Honest & Hardworking
- Team player & Leadership Qualities
- Dedicated & Professional Attitude
- Meeting Tight Deadlines

## Educational Qualification

- **Academic**

- ✓ **Masters In Economics**

Gomal University Dera Ismail Khan, Pakistan 1994

- ✓ **Bachelor**

Gomal University Dera Ismail Khan, Pakistan 1988

- ✓ **Certificate in Commerce**

Govt. Commerce College Dera Ismail Khan 1993

- **Computer**

- ✓ **Microsoft Office**

- ✓ **Internet & Email**

- **Languages**

- ✓ **English, Urdu, Pushtu, Arabic**

### Computer

- ▶ MS Office
- ▶ Power Point
- ▶ Internet browsing

### Languages

- ▶ English
- ▶ Urdu
- ▶ Pushtu
- ▶ Saraiki
- ▶ Arabic

## Personal Details

**Father's Name** : Muhammad Ashfaq Qureshi (Late)  
**Nationality** : Pakistani  
**Date of Birth** : 02 October 1966  
**Marital Status** : Married  
**Religion** : Islam  
**Passport No.** : AN4913242  
**Pak CNIC #** : 12101-0111039-3  
**Address** : Near Allama Iqbal School, Amin Colony, Kohat Road. Peshawar  
**Phone #** :0092-91-2322330/0092-333-5151353  
**Driving License** : Having Saudi Arabian and Pakistani valid driving license.

## Career Objective

*Looking forward for a challenging career in established Organization where I can leverage my competencies and grow along with my team and the organization, a mutually beneficial career where, my professional knowledge, skill, education and experience can be shared, enriched and can efficiently and effectively contribute towards the organizational endeavor and attainment of its objectives.*

## References

1. Mr.Waqar Ahmad SONERI BANK PESHAWAR

**Phone:** +0345-9117728

**Further Reference** : Upon Demand