

GOHAR AFAQ QURESHI

Mob : 0092-333-9522416

E-Mail : GOHARQ@GMAIL.COM

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 # : 12101-0931324-3
Address : Near Allama Iqbal School, Amin Colony, Kohat Road. Peshawar
Phone # :0092-3339522416
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