



SIRAJ UL HAQ

ADMINISTRATIVE OFFICER



CAREER OBJECTIVE

Detail-oriented and results-driven Administrative Officer with over 15 years of experience in overseeing efficient office operations, team management, and budget control. Known for implementing effective administrative systems, optimizing resource allocation, and building high-performing teams to support organizational goals. A proactive problem-solver with a talent for streamlining processes and fostering positive interdepartmental communication, committed to creating a productive and well-organized work environment.



EXPERIENCE

Administrative Officer

Finance Department | KP, Pakistan

Jan 2017 - Present

- Oversee daily office operations, ensuring efficient processes and compliance with company policies.
- Manage administrative staff, including hiring, training, and performance evaluations.
- Coordinate and maintain office facilities, supplies & equipment, ensuring availability and cost effectiveness.
- Develop and implement administrative systems, policies, and procedures to streamline workflows.
- Handle budgeting and expense tracking for administrative functions, optimizing resources, allocation and controlling cost.
- Manage vendor relationships, including negotiating contracts and ensuring service quality and cost efficiency.
- Oversee record-keeping, document management & compliance.
- Ensure smooth internal communication and act as a liaison between departments and senior management.
- Organize company events, meeting and travel arrangements for staff & executives.
- Address & resolve administrative issues promptly to support a productive work environment.

Team Leader (Admin)

Education Department | KP, Pakistan

July 2015 - Jan 2017

- Manage administrative staff, including hiring, training, and performance evaluation.
- Resolving staff grievances and maintain a positive environment.
- Organizing professional development programs for teachers and staff.
- Evaluating staff performance and implement improvement plans.
- Ensured adherence to KP education and labor laws.
- Managed salaries, pensions, and allowances.
- Maintained accurate staff records and attendance.
- Aligned HR strategies with departmental goals.
- Preparing reports for senior management and government authorities.

Contact



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Address:

Peshawar, Pakistan

UAE Driving License

EDUCATION

SARHAD UNIVERSITY Peshawar

- MBA in Management Sciences
2007 - 2009

HR & COMPUTER PROFICIENCY

- Microsoft Office Suite
- SAP HR Software
- Peachtree Software
- QuickBooks Software
- Payroll Software
- Employee Performance Tracking Tools

LANGUAGES

- English
- Urdu
- Pashto

SOFT SKILLS

- Leadership
- Communication
- Negotiation
- Adaptability
- Problem-solving
- Decision Making

- Collaboration
- Analytical
- Resilience
- Persuasion

HARD SKILLS

- Recruitment & Talent Acquisition
- Employee Relations & Engagement
- Strategic planning
- Market analysis
- Performance Management
- Compensation & Benefits
- Training & Development
- Team leadership
- Budgeting and financial analysis
- HR Policy Implementation
- Conflict Resolution
- Data-driven decision making
- Negotiation strategies
- Payroll Management

Admin & HR Coordinator

Evolution Assets Management | Abu Dhabi, UAE

May 2009 - Jul 2015

- Oversee daily office operations and ensure smooth functioning.
- Manage office supplies, equipment, and maintenance.
- Handle correspondence, emails, and phone calls.
- Organize and maintain filing systems (physical and digital).
- Schedule meetings, appointments, and events.
- Prepare reports, presentations, and official documents.
- Coordinate travel arrangements and accommodations for staff.
- Assist in budgeting and expense tracking.
- Support recruitment processes (posting job ads, scheduling interviews, onboarding new hires).
- Maintain employee records and HR databases.
- Process payroll and manage leave records.
- Assist in performance management and appraisal processes.
- Coordinate training and development programs.
- Handle employee inquiries and resolve HR-related issues.
- Ensure compliance with labor laws and company policies.
- Organize employee engagement activities and events.
- Act as a point of contact between employees, management, and external parties.
- Ensure compliance with organizational policies and procedures.
- Assist in implementing administrative and HR initiatives.
- Maintain confidentiality of sensitive information.
- Support other departments as needed.