
Saleem Javed

UAE - Dubai

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Email: Saleem.javed362@gmail.com

Date of Birth: 15-Sep-1989

Nationality: Pakistani

Marital Status: Married

Languages: English, Urdu, Hindi, Punjabi

Visa Status: Employment Visa

Qualification:

Bachelors of Arts from
University of the Punjab
Lahore, Pakistan.

PERSONAL STATEMENT:

A well-presented, self-motivated and confident graduate with extensive knowledge of how to successfully assess the needs cope with challenging situations. Possess excellent counseling, listening and general communication skill. Now looking forward to excel and outrival throughout my professional career with sound service driven organization, determined to meet the challenges of tomorrow.



PROFESSIONAL SKILLS:

Through my work experience at different Companies I have developed excellent skills required for an Administration HR and Operations. Meets deadlines and work with a high level of efficiency. Highly organized and meticulous with experience in corporate office settings.

AREAS OF EXPERIENCE:

Supervising the overall Administrative & HR activity and ensure smooth function of organization for achievement of its objective. This include but not limited to:

Dubai UAE: Administration HR / Operations at Dali Advertising DMCC (Free zone) Since March 15, 2018

- Addressing concern through coordinating and communication with DMCC for Visa/License and other related issues.
- Coordinate with the Typing center for Emirates ID and Medical concerns.
- Coordinate with Insurance companies for New/Renewal and claims.
- Coordinate with companies in UAE/China and other countries through email and web contacts to meet and facilitate client orders and queries.
- Arranging goods and deliveries to client as reconciling order and as per their requirements.
- Arranging domestic as well as international deliveries of goods.
- Maintaining full records of transactions and deliveries of goods.
- Respond to clients/customers queries and getting orders.
- Performing all Administrative and HR tasks as per requirement.
- Filing and archiving relevant documents.
- Preparing and updating reports of all activity.

General Administrative

- Procurement of office supplies, stationery, grocery, minor value assets, etc.
- Repair & Maintenance of office premises, furniture, fixtures &

Career History & Experience

Admin & HR Executive

Jan 2016 to Jan 2018
Mukyas Energy Solutions
Head Office – Lahore,
Pakistan

Major Responsibility:

Overall Administration,
recruitment and HR
Administration

Admin Officer

Sep 2012 to Dec 2015
Mega Plus (Dell) Lahore,
Pakistan

Major Responsibility:

Administration and Logistic
Support

Admin Assistant

Apr 2010 to Aug 2012
Haier Group–Pakistan

Major Responsibility:

Providing Administrative
Assistance & Support in
recruitment process.

Students Affair Coordinator

Feb 2009 to Mar 2010
Brains College of IT –
Lahore, Pakistan

Major Responsibility:

*Coordinating student's
affair and keeping admission
and academic Records and
computing database.*

equipment's. Overall housekeeping, safety and security of premises and staff;

- Transport arrangement of for logistic movements and logging & monitoring the pool vehicles, its allocation and its maintenance;
- Monitoring of assets, disposal of garbage and old assets; Monitoring, issuance and logging of office supplies;
- Organizing & facilitating event, seminars and in-house meetings, making arrangement of lunch for staff and guests;
- Keeping utilities functional and its timely payment to ensure continues supply;
- Maintaining petty cash; supervising office boys and sweepers/cleaners by scheduling & monitoring their duties;
- Travel arrangement including boarding and lodging, etc.

Human Resource Administration

- Processing recruitment, conducting interviews, short listing candidates, getting approval, giving job offers;
- Finalize hiring process after getting appropriate approval, issuing appointment letters, monitoring probations, conducting orientation, putting staff on-roll, marking & monitoring attendance, getting & processing leave applications and maintaining all leave records;
- Maintaining Staff files and updating staff data base. Processing salary advice and payroll;
- Handling grievance and taking disciplinary action;
- Coordinate with regional office for attendance; leave monitoring and other HR issues;
- Coordination with other departments as and when required. Process separation case of exiting of staff.
- Generating reports from Data base new appointments and left staff. Generating reports on turnover etc.
- Preparing periodical reports for Sr. Management review.

HOBBIES & INTEREST:

Spending my free time to listen good music, listen News and watch programs on Performing arts and Literature.

ACCHIEVEMENTS:

A+ Grade in Peachtree (Accounts Management Software) Diploma by The Brains College of information technology and hardware engineering.

REFERENCE:

References and Recommendation will be provided upon request.