**YOUR NAME HERE**

****

**123-456-7890 |** **E-mail** **ID | further Contact Info Address here
Country**

**Applied For:** Human Resources Manager

**:: EXPERIENCE SUMMARY::**

* Master of Business Administration (MBA Finance) and Bachelor of Business Administration (BBA)
* Over Eight (8) Years of Experience in the field of Administration & procurement, Operation, Customer Service.
* Excellent Computer Literacy Skills in MS Office, Oracle, Peach tree ,ERP Outlook express and knowledge & experience of using different every day software’s.
* Excellent analytic, problem solving and communication skills
* Taking initiatives and perform multiple tasks simultaneously
* Honest, trustworthy, responsible, working independently and flexible
* Strong negotiation skills, ability to work under pressure, priorities and commitment to meet the deadlines.

**::EXPERIENCE::**

* Currently working with Ministry of Interior Government of Pakistan, National Database and Registration Authority (NADRA) as Assistant Manager/Director.
* 04-Years and 08-Months worked as “Assistant Director Operation”
* 03-Years and 06-Months worked as “Assistant Director Administration & Logistic”

**EXPERIENCE DETAILS:**

Position:                             **Assistant Director** “Operation”

Employer:                           National Database and Registration Authority

Period:                                August 2006 to June 2011

**Key Responsibilities:**

* Overall management of Technical, Administrative and Operational issue of Swift Registration Center.
* Managing efficient processing of customers in hundreds daily.
* Managing all transactions of collection and payment accounts with bank.
* Training of employees about the new processes, procedures and changes made in different policies and software.
* Managing daily, weekly, monthly and quarterly reports and returns
* Public dealing and ensuring customer care and satisfaction.
* Implementation of new software’s and insuring correct operations on them.
* Batch creation and data transfer to Data warehouse on daily basis.
* Responsible for System and Database Backup, Security and Disaster recovery planning and data transfer to Data warehouse.
* Coordinate, manage and monitor the workings of various departments in the organization.
* Review financial statement and data. Utilize financial data to improve efficiency. Prepare and control operational budgets. Recommended effective strategies for the financial well-being of the NADRA.
* Improve processes and policies in support of organizational goals. Formulate and implement departmental and organizational policies and procedures to maximize output. Monitor adherence to rules, regulations and procedures.

Position:                             **Assistant Director** “Administration and Procurement”

Employer:                           National Database and Registration Authority

Period:                                July 2011 to till date

**Key Responsibilities:**

* Responsible for the day-to-day general administration of the organization, assisting the Chief Executive and supporting the staff team.
* Responsible for the programmed/projects including assisting with administration of project work where appropriate and when agreed.
* Undertake general administrative duties including:
	+ General word processing.
		- Filing, copying and faxing.
	+ Collation and distribution of minutes, reports and other documents.
* Dealing with incoming and outgoing mail and general emails.
* Ordering of equipment, materials and office supplies.
	+ Minute taking for Board, team meetings and other meetings as required.
* Prepares reports, presentation, memorandums, proposals and correspondence.
* Serves as the go-to for office inquires and conflicts.
* Supervises all administrative personnel.
* Prepare contracts for suppliers as advised.
* Maintain the central filing system, general database and archive.
* Provide administrative support for matters relating to the premises and operations including security, alarms, opening, insurance and transport.
* Performed overall supervision of worthy equipment.
* Receiving of equipment's from Head quarter, and issued to DAU’s.
* Control the computer systems budgets and expenditures.
* Keeps computer equipment, hardware, and software updated to meet organizational needs
* Maintains working relationships with vendors and third party providers, ensuring contracts are kept up to date and cost maintenance strategies are assessed and analyzed on a periodic basis
* Invite, assess, and award/recommended supplier tenders, bids, quotation, and proposals.
* Prepare and maintain purchasing records, reports and price lists
* Administer contract performance, including delivery, receipt, warranty, damages and insurance
* Implements policies and procedures regarding how problems are identified, received, documented, distributed, and corrected.
1. Completed a Training Workshops on Security Protocol in Peshawar Pakistan

**::TRAINING / WORKSHOPS ATTENDED::**

* Completed Training on **Communication Skills** held at RHO Peshawar Pakistan by NADRA Learning & Development Centre (NLDC).
* Completed Training on **Customer Service** held at RHO Peshawar Pakistan by NADRA Learning & Development Centre (NLDC).
* Completed a Training Workshops on “**Social Mobilization**” in Bannu Pakistan

**::COMPUTER SKILLS::**

* Well-versed with all MS application software's e.g. MS office and Outlook Express
* Knowledge & experience of using different every day soft wares

**::LANGUAGES::**

* English; Urdu; Pashto; Punjabi

**::DEGREES / CERTIFICATES::**

* **Master of Business Administration (MBA)**

Marks Obtained:                          79.00%    Division:                                       1st

Institution:                                    NWFP Agriculture University Peshawar, Pakistan

* **Bachelor of Business Administration (BBA)**

Marks Obtained:                          76.41%

Division:                                       1st

Institution:                                    NWFP Agriculture University Peshawar, Pakistan

**::REFERENCES::**

Resume submitted in confidence information available on request.