Cell# 03323068247

Email: akber.nji@gmail.com

## *OBJECTIVE:*

A challenging and rewarding position within a dynamic group utilizing the skills developed through educational background and work experience, allowing professional growth and career advancement with an opportunity to excel.

## *PERSONAL PROFILE:*

* Excellent supervisory skills and hands on experience on maintaining and reporting on production standards andtargets.
* Provenabilitytoworkinunisonwithstaff,colleagues.
* Organized,highlymotivated,anddetail-directedproblemsolver.
* Enjoyworkinginfastpacedchallengingenvironment.
* Resultorientedprofessionalwithexcellentcommunicationandinterpersonalskills.

## *ACADEMICEDUCATION:*

* + B.A**,**Karachi University,Karachi

## *IT TRAINING & WORKSHOPS:*

* + A+CertificationCoursefromcomputertraining&testingcenter,Karachi.
  + CCNAPreparationCoursefromcomputertraining&testingcenter,Karachi
  + LinuxadministrationPreparationCoursefromcomputertraining&testingcenter,Karachi*.*

## *COMPUTER SKILLS:*

OFFICEAUTOMATION(WORD,EXCEL,POWERPOINT,PUBLISHER&INTERNET)

Skilled in the use of personal computer and related software application.

# *EMPLOYMENT HISTORY:*

# ***HR Associate May 2017 February 2019***

***Guards Mark Security Services (Pvt) Ltd.***

***Major Accomplishments***

* + - *Hiring & Recruitment.*
    - *Policy Making.*
    - *Travel Arrangement.*
    - *Event Arrangement.*
    - *Completion & record of all hiringdocuments.*
    - *Prepare guards computerized accounts sheet.*
    - *Reconcile the attendant sheet.*
    - *Data reconciliation from locations*
    - *Maintain EoBI & Social Security payments &report.*
    - *Payroll.*
    - *Attendance making*
    - *Maintain systemsoftware*
    - *Customers handling*

***Mar2013–May2015***

***NIBD Welfare Society***

***Personal Secretary to Director***

***Major Accomplishments***

* *MANAGE ALL WELFARE PATIENTS RECORD ONSYSTEM.*
* *COORDINATE WITH ALL DOCTORS FOR ALL INSTRUCTIONS FROMMD.*
* *TRAVELING ARRANGEMENTS OF CEO &DIRECTORS.*
* *MAKINGATTENDANCE&TIMESHEETS.*
* *UPDATE DOCTORS ABOUT WELFAREMEDICINE.*
* *MAKING LETTERS & SPREAD SHEETS AS PER INSTRUCTIONS OFADVISOR.*
* *ENTERTAIN ALLGUESTS.*
* *ATTEND ALL TELEPHONECALLS.*
* *TYPING UPMINUTES*
* *Meetingarrangements*
* *Manage dailydiary*
* *Travel with CEO in differentcities.*

***June2010–Feb2013***

***AQSA Security (Pvt)Ltd***

***Personal Secretary to Director Operation***

***Major Accomplishments***

* *TYPING UPMINUTES*
* *MAKING ALL CLIENTS RECORDUPDATED*
* *COORDINATE WITH ALL STATIONSDIRECTORS*
* *RECRUITMENT AND SELECTION OFGUARDS*
* *VERIFICATION OFCNIC*
* *MAKINGATTENDANCE&TIMESHEETS.*
* *VISIT WITHCEO*
* *MAKING SALARYSHEETS*
* *MANAGE DAILYDIARY*
* *PLANNING,ORGANIZINGANDMANAGINGEVENTS*
* *MAKING LETTERS OF NEWRECRUITMENTS*

***Oct 2007-May 2010***

***EA CONSULTANT PVT LTD***

***Personal Assistant to Director***

***Major Accomplishments***

* *COORDINATE WITH ALL DEPARTMENTS DIRECTORS*
* *PREPARINGPRESENTATIONS*
* *TRAVELINGARRANGEMENTSOFCEO&DIRECTORS.MEETINGARRANGEMENTS*
* *TYPE & CHECKMAPS.*
* *TYPING UPMINUTES*
* *CHECK & FINALIZE DOCUMENTS SENDING TOCLIENTS.*

***Computer Operator***

***Jan 2006-Sept2007***

***TechnoPack Telecom Pvt Ltd***

***MajorAccomplishments***

* *PREPARINGPRESENTATIONS*
* *TYPINGDOCUMENTS*
* *TYPING UPMINUTES*
* *SOURCING AND ORDERING STATIONERY AND OFFICEEQUIPMENT*
* *PLANNING, ORGANIZING AND MANAGINGEVENTS*

**REFRENCES**

Will be furnished on requested

**Personal Information**

Father’sName : Sarwar AliSiddiqui

D.o.B : 21st October,1985

MatrialStatus : Single

CNIC# : 42101-0825810-9