

Bisma Qazi

2nd Floor , K- Qasimwala Building

Light House Karachi

Mobile 0337-8038698

CNIC 42000-6340763-8

bismaqazi745@gmail.com

Objectives:

To join progressive organization offering ample opportunities for diversified experience and EnhancementOf professional skills in career growth.

Experience:

HR / Admin Officer

Since 2022 till Today

Makda Enterprises

Front Desk Officer

Since 2020 till 2022

Omni Group of Companies

Help Desk Officer

Since 2017 till 2020

Combine Network

Responsibilities

Job responsibilities as Admin & HR Officer:

- Maintaining employee file record.
- Maintaining daily attendance sheet and prepare monthly attendance.
- Maintaining Meeting schedule and arrange Travelling and accommodation / business trip.
- Preparing general interoffice memo for approval from GCOO for release of payments pertaining to General administration routine expenses.
- Assisting line- manager in proper filling of important documents and maintain substantial records.
- Assisting in day-to-day operations of the HR functions and responsibilities.
- Preparing MIS reports for administrative expenditures and submitting quarterly reports to line manager.
- Ensuring the confidentiality and security of files and filing systems.
- Sending reference check emails for newly hired employees and following up accordingly.
- Company intro to new employees.
- Announcement new hired staff, Birthday, leave announcement if any staff on leave via email.
- Planning and organizing Office events.
- Assist and participate in office event, exhibition and company's election.

Job responsibilities as Front Desk Officer:

- *Screening of phone calls through handling PABX.*
- *Daily courier Record*
- *Maintaining proper log sheets pertain to inward and outward courier.*
- *Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner.*
- *Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary company news and information.*

Skills:

- *Have ability to deal and understand human nature.*
- *Have ability of handling people and to work with team.*
- *I can adjust in any working environment in the well way.*
- *Team building Good negotiation Skills*
- *Time Management.*

Education:

- *Bachelor of Arts from university of Karachi*
- *Intermediate in Commerce from Board of higher secondary education Karachi.*
- *Matriculation from Board of secondary education Karachi.*

Computer Skills:

- *Ms. Office 2007& Ms. Professional.*
- *Excel/ word*
- *Adobe*
- *spread sheet*
- *Internet surfing.*

Languages:

English
Urdu

Personal Information:

Father Name : Mehmood
Date of Birth : 12-09-1999
Religion : Islam
Nationality : Pakistani
CNIC : 42000-6340763-8

References:

May be provided on demand.

