



SAJJAD AKBAR

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Umar street, Ali park, airport road, Lahore cantt, Pakistan.

Professional Summary

A multi-skilled professional with good all-round HR/ADMIN advisory skills. Very capable with an ability deal with all the recruitment and resourcing needs of an organization. Experienced in providing timely and up to date HR/ADMIN advice to both managers and employees whilst at the same time making sure both the employee and employers interests are best represented. Extensive knowledge of working practices, recruitment, pay, conditions of employment and diversity issues.

CERTIFICATIONS

Fundamentals of digital marketing-
GOOGLE

Digital marketing and content writing
From Digiskills Govt. of Pakistan

Business advertisement from Facebook

WORK EXPERIENCE

SENIOR HR/ADMIN OFFICER

Sep. 2018- June 2019

ECHO WEST INTERNATIONAL PVT LIMITED

- Maintaining physical and digital personnel records like employment contracts and PTO requests.
- Update internal databases with new hire information.
- Create and distribute guidelines and FAQ documents about company policies.
- Gather payroll data like bank accounts and working days.
- Publish and remove job ads.
- Schedule job interviews and contact candidates as needed.
- Prepare reports and presentations on HR-related metrics like total number of hires by department.
- Develop training and onboarding material.
- Respond to employees' questions about benefits (for example, number of vacation days they're eligible for).

HR/ADMIN OFFICER

Jan 2013-June 2018

Alqureshi international trading corporation

- Provides job candidates by screening, interviewing, and testing applicants; notifying existing staff of internal opportunities; maintaining personnel records; obtaining temporary staff from agencies.
- Pays employees by calculating pay; distributing checks; maintaining records.
- Administers student loan, medical insurance, savings bond, and disability programs by advising employees of eligibility; providing application information; helping with form completion; verifying submission; notifying employees of approvals.
- Monitors unemployment claims by reviewing claims; substantiating documentation; requesting legal counsel review.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Orients new employees by providing orientation information packets; reviewing company policies; gathering withholding and other payroll information; explaining and obtaining signatures for benefit programs.

- Documents human resources actions by completing forms, reports, logs, and records.
- Updates job knowledge by participating in educational opportunities; reading professional publications.

ACADEMIC QUALIFICATION

MASTERS OF BUSINESS ADMINISTRATION Virtual University of Pakistan.	2017
MASTERS OF COMPUTER SCIENCES Global institute Lahore.	2015
BACHELOR OF SCIENCES University of the Punjab.	2008
INTERMEDIATE (F.Sc) Board of intermediate & secondary education Lahore.	2005
MATRICULATION Federal Board of Intermediate & secondary Education.	2003

SKILLS

