



# Saba Karim

HR & Admin Officer

📍 Manama, Kingdom of Bahrain

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## Summary

Experienced Administrative, skilled in Receptionist Duties, HR, Administration, Teamwork, and Cashiering. Strong administrative enthusiast with an Associate's degree focused in Office Management from University of Bahrain.

## Professional Experience

### HR & Admin Officer

Dec 2017 - Jan 2020

Gulf Biotech B.S.C (Closed)

- Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.
- Maintain employee records according to policy and legal requirements.
- Maintain and update company database.
- Payroll management.
- Arranging travel and hotel accommodation on frequent basis.
- Organize filing system for confidential company documents.
- Answer queries by employees.
- Sending/ Receiving documents for company.
- Produce and distribute correspondence memos, letters, faxes and forms.
- Perform administrative and office support activities.

### Administrative Receptionist

Oct 2016 - Dec 2017

Gulf Biotech B.S.C (Closed)

- Greet clients and visitors with a positive, helpful attitude.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes and making travel plans.
- Answering, forwarding, and screening phone calls. Sorting and distributing mail.
- Open and date stamp all general correspondence.
- Maintain general filing system and file all correspondence.
- Assist in the planning and preparation of meetings and conference telephone calls.
- Scheduling appointments.

### Secretary/ Receptionist

Apr 2016 - Sept 2016

Wajda International Technology Services W.L.L

- Provide administrative and clerical support to departments or individuals.
- Schedule meetings.
- Greet and receive visitors and handle information requests.
- Prepare correspondence and manage spreadsheets.
- Coordinating office management activities.
- Determine matters of top priority and handle accordingly. Prepare agenda for meetings.

### Secretary/ Receptionist

Oct 2015 - Nov 2015

Kartec Services S.P.C

- Dealing with telephone and email inquiries.
- Maintaining filing system. Using variety of software packages, to produce letters, correspondences, records, spreadsheets and other documents.
- Welcoming and attending visitors.
- Setting up and maintain paper and electronic filing systems for records.

## Secretary cum HR -Internee

Dadabhai Travel - Head Office

Feb 2015 - Apr 2015

- Dealing with telephone inquiries.
- Using variety of software packages to produce letters, records and other documents.
- Assisting the HR Manager.

## Cashier

BABASONS S.P.C – Supermarkets & Departmental Stores –  
Mega Mart

Sep 2012 - Dec 2012

- Handling all cash transactions.
- Receive payment by cash, credit/debit card and vouchers, issue receipt and process credit/debit transactions.
- Compile and maintain transaction reports and records.
- Guiding and solving queries of customers. Maintaining daily report of transactions.

## Cashier

Al Meer Group – Al Muntazah Supermarket

Oct 2011 - Dec 2011

- Handling all cash transactions.
- Receive payment by cash, credit/debit card and vouchers, issue receipt and process credit/debit transactions.
- Compile and maintain transaction reports and records.
- Guiding and solving queries of customers. Maintaining daily report of transactions.

## Education

### Associate Diploma in Office Management

2011 - 2015

University of Bahrain

CGPA 3.67

### HSSC with major in Pre Engineering

2010 - 2011

Pakistan Urdu School & College, Bahrain

Percentage 70%

## Language Proficiency

English	Professional working Proficiency
Arabic	Limited working proficiency
Urdu	Native proficiency
Hindi	Elementary proficiency

## Personal Information

- DOB: 07/01/1992
- Nationality: Bahraini
- Marital Status: Single
- License: Valid Bahrain driving license

## Skills

Microsoft Office

Computer savvy/ Internet skills

Teamwork

Typing

Office Administration

## References

Available upon request