



## Noman Ahmad

Contact: +973 33 02 96 45

### Personal Statement:

To be a part of Reputed and Prestigious Company where I can enhance my work abilities & skills and get more creative stimulating career options in the field as ADMINISTRATOR that will lead to professional advancement and a better future in my field by utilizing my experience, qualification and skills.

### Experience in Gulf & Asia Region:

More than two year's experience with reputed companies in Pakistan. I also possess good command on computer software's related to my profession and excellent communication skills.

- Company: Ghazali group of Schools and Colleges
- Project: Pakistan Education Foundation
- Position: Administrator / Monitoring Officer / HR
- Period: April 2017 TO June 2019

### Academic Qualifications:

Bachelor in Computer Sciences  
University of Lahore

Intermediate of Computer Sciences  
Board of Intermediate & Secondary Education, Gujranwala, Pakistan

Matriculation of Science  
Board of Intermediate & Secondary Education, Gujranwala, Pakistan

### Job Responsibilities as Administrator / HR:

- Enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Supports organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; and recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Manages a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; and recommending, planning, and implementing pay structure revisions.



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- Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; and counseling employees and supervisors.
- Implements employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; and designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements, conducting investigations, maintaining records, and representing the organization at hearings.
- Enforces management guidelines by preparing, updating, and recommending human resource policies and procedures.
- Retains historical human resource records by designing a filing and retrieval system and keeping past and current records.
- Cultivates professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Completes human resource operational requirements by scheduling and assigning employees and following up on work results.
- Manages human resource staff by recruiting, selecting, orienting, and training employees.
- Advances human resource staff job results by counseling and disciplining employees; and planning, monitoring, and appraising job results.
- Contributes to team effort by accomplishing related results as needed.
- Management of office equipment.
- Maintaining a clean and enjoyable working environment.
- Handling external or internal communication or management systems.
- Managing clerical or other administrative staff.
- Organizing, arranging and coordinating meetings.
- Sorting and distributing incoming and outgoing post.

## Key Skills:

- Team player with the ability to create team, coach and lead
- Flexible and adaptable
- Ability to thrive under pressure
- Self-motivation and determination to succeed
- Hard working
- Good general knowledge
- Ability to grasp information quickly



## Computer skills:

- Basics (MS OFFICE)
- Good in using different operating system
- Basic computer hardware knowledge
- Strong internet research skills
- Excellent report writing and project documentation skills

## Presentation & Designing:

- Photoshop
- MS power point

## Personal Information:

Name:	Noman ahmad
Father's Name:	Muhammad fiaz
Date of Birth:	28.02.1997
Marital Status:	Single
Nationality:	Pakistani

In Conclusion, I would like to assure that I am capable of handling any job assigned to me, which suits my qualifications and experience with almost care coupled with Leniency towards work to the total satisfaction of my employer.

**Thanks,**

**Noman ahmad**

**Documents & References** - Available on request



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