

Atif Siraj

Father's Name: Parvez Nishat

Address: House# 1163-B street# 45 phase-III Bahria Town Rawalpindi.

Cell: 0334-9338751, 0330-8087580 Marital status: Married

E-mail: atifsiraj@yahoo.com Domicile: Punjab

OBJECTIVE:

Seeking a responsible & challenging position in a growth oriented progressive organization where my education, experience & skills will significantly contribute to the overall success of the organization.

EDUCATION:

Master of Business Administration in HRM (2010)

Preston University Islamabad

Graduation (2003)

Govt.Gordon College Rawalpindi

HSSC (2001)

Govt.Gordon College Rawalpindi

SSC (1999)

BISE Rawalpindi

SKILLS:

Administration, Office Management, Leadership, Teamwork, Resource Coordination, Quick learning, Inventory/Project Management & Procurement.

EXPERIENCE:

Survey of Pakistan (Admin Officer March-2021 to May-2022)

Implement & update Office, human resource policies/procedures including recruitment, selection, termination, salary structure, benefits & performance management. Analyse the need for new positions or review existing positions & plan recruitment on annual & quarter basis for vacant positions. Documenting & update files, keeps record & ensure confidentiality/security of files & official documents. Put-up/draft official letters & create project plans to fit stakeholder & deliver within approved budget on desired outcomes with full accountability for effective project results. Define project roles & responsibilities in close collaboration with the firms including project scope & objectives to ensure a cross-functional understanding amongst project members. Preparation & compile of tender related documents related to PSDP project including preparation of advertisements, short listing of firms, gather bidder's technical/financial proposals. Setup, coordinate & arrange meetings/conferences. Research, identify & evaluate vendors for pricing, quality & maintain vendor's list & contacts. Perform any other related duties as required.

Abbasi Oil and Gas Group (Manager Admin April-2011 to March-2020)

Develop & implement operational strategies & initiatives aligned with the overall business strategy. Manage recruitment & selection process. Support current & future business needs through the development, engagement, motivation & preservation of human capital. Monitor overall HR strategies, system & procedures across the organization. Maintain payroll & age benefits program. Assess training needs & monitor training programs. Handle EOBI, Insurance, Provident fund, travel, hotel, housekeeping, coordinate transportations & security arrangements. Manage & supervise day to day operational/Administration activities & look after pool vehicles, drivers & keep record of daily logbooks. Coordinate with firms, vendors & suppliers for maintenance of materials as per work order/contract.

Orient Cargo Services (Operations Executive March-2008 to March-2011)

Preparation of delivery orders of shipments. Maintain in-house administration, inventory/stock register, database procurement record & correspondence files.

COMPUTER SKILL:

Post Graduate diploma in computer sciences.

HOBBIES:

General reading & Internet surfing.