

# ALI AHMAD

HR OFFICER/ADMIN OFFICER

## • EDUCATION

Bahauddin Zakariya University, Multan  
2020-2022 | Master of Sociology Management

## • SKILLS

Computer knowledge ★★★★★  
Ms Office ★★★★★  
Good Communication ★★★★★  
problem solving ★★★★★

## • LANGUAGE

- English
- Urdu
- Punjabi

## • CONTACT

📞 0300-7558357  
✉️ ali.baggy0@gmail.com  
📍 Housing#2, LAYYAH



## • Profile

• To merge my enthusiasm and talent for learning with a dynamic and energetic organization. To keep up with the cutting edge of the modern technologies. To widen my horizon of knowledge, gain valuable experience along with obtaining confidence in myself and achieving excellence in my field and strive for the betterment of my country.

## • Work Experience

**PREMIER INTERNET COMPANY, LAYYAH**  
**ASSISTANT HR OFFICER 2021-2022**

- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees

**LAYYAH FIBER INTERNET COMPANY, LAYYAH**  
**ASSISTANT ADMIN OFFICER 2022 TO TILL NOW**

- Organize and schedule appointments.
- Develop and maintain a filing system.
- Plan meetings and take detailed minutes.