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### Summary

I am a dedicated professional with comprehensive experience in Administration, Human Resources, and Logistics. Proven track record of effectively managing administrative tasks, optimizing HR processes, and streamlining logistics operations. Skilled in coordinating office activities, handling employee relations, and overseeing supply chain management. Strong communicator with a keen eye for detail and a commitment to ensuring organizational efficiency and success.

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### Education

**University of Peshawar**

MBA (Human Resource)

2022 – 2024

**University of Peshawar**

Bachelor of Science in Gender Studies

2014 – 2018

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### Professional Experience

**Arpha Medical Complex, Riyadh KSA**

Oct 2023- Feb 2024

- **Administration**

- Prepare daily sales report
- Manage daily expenses
- Inventory Management
- Record keeping of assets
- In out of the record of inventory

- **Receptionist**

- Greet and welcome visitors in a professional and friendly manner
- Manage incoming calls and route them to the appropriate person or department
- Maintain a tidy and organized reception area
- Schedule appointments and manage calendars for executives or staff members
- Handle incoming and outgoing mail, packages, and deliveries
- Assist with administrative tasks such as data entry, filing, and photocopying
- Respond to inquiries from clients, customers, and staff members in person, via phone, or email.
- Coordinate with other departments to ensure smooth communication and workflow.

**Khwendo Kor (Nonprofit), Peshawar**

2020 – 2023

- **Administrative Officer: October 1, 2020 to February 1, 2022**

- To provide administrative and logistic support to project staff.
- To oversee administrative functions as well as facilities to ensure efficient and consistent operations as the Program scales its operations and administrative offices and facilities to other regions.
- Keeping Inventory & Asset records.
- Review vendor invoices for accuracy and completeness to ensure compliance with purchase order requirements and other contract specifications.
- Participate in the monthly review of budget vs Actual with Senior management
- Procurement of Good and Services
- Arrange travel and accommodation (Hotel Reservations)
- Arrangement of Tea Refreshment for guests, visitors, meetings and other events

- **Human Resource Coordinator: Feb 15 to December 31, 2022**

- **Human Resource Officer: January 1, 2023 to October 20, 2023**

- Conduct refresher sessions on HR policies, and procedural matters like Medical Policy, recruitment policy etc.

- Ensure employee engagement activities being carried out among areas and promote a healthy working environment.
- Ensure submission of Security clearance Certificate by staff.
- To educate / enforce all HR policies in the region as and when updated.
- Look after all HR Operations & Development matters.
- Management of complaints & case investigations.
- Preparing plan & monitoring of attendance.
- Ensure documentation related to resignation, warnings, explanations, show cause notices and terminations, etc.
- Monitor staff probationary periods, and coordinate performance evaluations with line managers.
- Maintained proper leave record and prepared salary sheets.
- Maintained personal files of all category of staff in BEST along with relevant documents (in hard and soft form).
- Prepare payroll on monthly basis

**Intern / Khwendo Kor HO, Peshawar, Pakistan**

2018

**Data Enumerator / GIZ International**

2018 – 2019

- Data Enumerator at “giving voice to voiceless”, supported by GIZ International
- Gender Sensitive Reporting and Focus Group Discussion Regarding local governance, Women Issues (Health, Education and basic rights)
- Field visits to different districts

**School Teacher / Innovative Schooling, Peshawar**

2018 – 2019

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#### **Additional Skills & Awards**

- Participated in the Disaster Management Exhibition at PDMA Peshawar in 2016.
- Attended training on "Critical Thinking & Life Skills" arranged by the Institute of Peace and Conflict Studies at UOP in 2017.
- Attended 3 days training on democracy, Political Leadership Skills, and Active Citizenship Organized by Aware Girls in 2017.
- Attended the PUAN Speaker Series on Preventing Gender-Based Violence held at the USConsulate in 2018.
- Attended workshop on Design thinking: A Perspective of social Entrepreneurs organized by IMSciences Peshawar in Sep 2018.
- Participated in Gender Responsive Reporting for Journalists, organized by Khwendo Kor in November 2018.
- Qualitative Research on Women Entrepreneur's: Home based cooking through social media (A case study of Hayatabad Peshawar) 2018.
- Participated in the "Peace Building Strategies and Peaceful.
- Co-Existence for Women", organized by Khwendo Kor in 2019.
- Participated in tech Camp for women entrepreneur organized by Impact Dynamic in 2019.
- Attended youth Led policy forum in Peshawar in 2019.
- Attended a half year British Council DICE Fellowship Program in 2019-2020.

Reference can be provided on demand.

