ZEESHAN ALI

**ADMIN OFFICER**

**SUMMARY**

A hardworking, pleasant and likeable individual who is able to ensure that a HR department provides a professional service to a company’s entire workforce. I use my own initiative to solve problems and ensure the smooth running of the HR department. With my present employer I play a crucial role in supporting the HR team to facilitate and maintain a wide range of HR administrative systems. Right now looking for a suitable recruitment position.

https://www.linkedin.com/in/zeeshan-ali-b543015b?lipi=urn%3Ali%3Apage%3Ad\_flagship3\_profile\_view\_base\_contact\_details%3Bn35CVMpOSuSGvbBaVaOwUA%3D%3D

**ADMIN Officer Premier DLC July 2016 - Present**
Responsible for planning, developing, and coordinating innovative human resource programs, Office management acheiving goals. Attending job fairs to scout for capable and prospective employees for company & clients.

* Updating company HR calendar with staff annual leave dates.
* Inputting accurate personal information to the HR database.
* Administering the office and schools data.
* Controlling financial activities.
* Supervising 48 campuses.
* Monitoring rep & Maintenance.
* Stock inventory tracking.

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**WORK EXPERIENCE**

**CONTACT**











Facebook.com/zeeshan.noor.33

Shanishah1131@gmail.com

03496823332

Rana Colony HasssanChowk GRW

**EDUCATION**

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| --- | --- | --- |
| * Teaching
 | * Discipline
 | * Data Analysis
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| * MS Word
 | * Software
 | * Emailing
 |
| * Teamwork
 | * Leadership
 | * Reporting
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**AREAS OF EXPERTISE**

**REFERENCES**

Available on request.

Government College GRW 2010 – 2012
B.Sc IT
Computer, stat, math

Workers Welfare School 2007– 2009
F.Sc Pre ENGG

Phy, Chem, Math