



# ANJUM RIAZ

## Admin and HR Finance Manager

### About Me

Admin & HR Finance Manager with 6 years' experience in financial operations, recruitment, and HR. Proven in improving efficiency and reducing costs. Strong in financial reporting, team leadership, and communication.



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G- 9/4, Islamabad, Pakistan

### LANGUAGE

- English
- Urdu
- Punjabi

### EXPERTISE

- Management Skills
- Creativity
- Cost efficiency
- HR Operations
- Compliance and record keeping

### EXPERIENCE

#### **KK Consultant (SMC-PVT) Limited Admin & HR Manager,**

**Nov 2019 - April 2024**

- Recruited and trained new team members while managing all administrative functions, including office management, facility maintenance, and supplies.
- Implemented efficient record-keeping and compliance systems.
- Optimized vendor contracts and reduced administrative costs.

#### **State Life Bancassurance Rawalpindi Branch Sales Coordinator**

**Jan 2018 -Oct 2019**

- Organized meetings, trainings, and maintained Bancassurance records.
- Managed scheduling, document handling, and employee databases.
- Prepared reports and handled general office tasks.

#### **Blue Solutions (Pvt.) Ltd Assistant Manager (Admin) Mar 2016 - Dec 2017**

- Coordinated administrative tasks, including scheduling and document management.
- Assisted in preparing reports and presentations for management.
- Managed phone calls, mail, filing, and employee records.

### EDUCATION

#### **Bahria University Islamabad**

MS in Finance (2016)

#### **Virtual University of pakistan**

MBA Finance 3.5 year (2014)  
Punjab university of Lahore  
B.COM ( 2009)  
BISE Rawalpindi  
I.COM (2006)

### SKILLS SUMMARY

#### Key Skills

#### Office Skills:

- Office Management Spreadsheets/Reports
- Event Management Reporting and Executive Support Records
- Office Administration Calendaring Payroll and Travel Coordination