

ROOHINAAZ

Coordinator/Admin/HR

Address: Village Sardhari Tehsil & District Charsadda
(Current residence)

Mailing Add: misroohinaaz89@gmail.com

Contact #: 0333-8555358

Objective:

- i) A challenging growth oriented position in a progressive company where my professional skills are effectively utilized in organization success to develop my skills and to contribute to the growth of the organization through it.
- ii) Providing Quality work with Zero defects.
- iii) To be the best person in all respects of Life & Profession.

HIGHLIGHTS

Staffing experience
Strong problem solver
With advanced interpersonal
And communication skills
Good interpersonal skills

Professional and mature
Self-directed
Database administration
Business correspondence

PAC, Chattered Accountant Institute Islamabad

15 Nov, 2020 to Current

Job Title: Administrator /Marketing Management

As a coordinator, I am responsible for providing administrative support.

My core responsibilities included:

- Processing regarding academic program requirements, enrollment restrictions and other issues related to recruiting and admitting students. Enters data including student inquiries and applications into the Admissions Information System.
- Conducts informational meeting and programs to explain admission requirements policies and procedures.
- Provided assistance to Parent about admissions policies and procedures and responds to general questions about the campus life, academic programs and requirements
- Provided assistance and information to students, faculty.
- Enters and updates campus class attendance as needed.
- Assists in developing informational and/or promotional materials(website, Fb, Instagram)
- Participates in orientation and registration program for newly admitted students

Cheema Developers (Pvt)Ltd

2 March, 2018 to Oct, 2020

Job Title: HR/Project Manager

As a Manager, I am responsible for providing administration assistance, management systems, monitoring budgets, supervising managers, improving business efficiency, and analyzing financial data.

My core responsibilities included:

- Providing administrative oversight to the Administrative Services, exercising direct and indirect supervision over professional and technical support personnel, as assigned;
- Assist in strategic business planning and analysis
- Negotiating contracts and agreements with contractors
- coordinate and supervise daily operations
- Recruiting and hiring employees for the department
- Lead and complete special assigned side projects
- monitoring expenses
- Creating weekly or monthly schedules for employees

MWN Consultants

2nd Jan, 2016 to Feb 2018

Job Title: Assistant Manager

As an Administrative Assistant, I am responsible for providing administrative support to the entire law firm,

My core responsibilities included:

- Review the details provided by the managers
- Filling Availability form and Company name Reservation
- Make an invoice For HDS and for other Invoices
- Making ID's for Login in E -Services
- Working On SECP Website
- Working on NTN/STRN/WEBOC Process
- Create reports, analyze and retail data, like revenues, expenses and competition

BIZLINK(Engineering Company)

12 Feb, 2016 to 1st Dec, 2016

Job Title: Admin Assistant

My core responsibilities included:

- Maintain Security Clearance Forms & Entry Passes
- Performed clinical and administrative tasks(such as scanning or printing)
- Received Frequent Commendation from Management for Efficiency and positive Attitude
- Maintain Cable Replacement Progress Report (For GHQ Project)
- Used MS Office, and Excel for Correspondence, Scheduling and Reports.
- Review the details provided by the managers, Edit Progress Report

SMM &Co. (Accountant Chartered Firm)

Three Months Internship

Job Title: Admin

My core responsibilities included:

- An analytical and honest professional with 2Months of work experience and expert knowledge in SECP Website, Create Portal, Memorandum and Articles and other Statutory Accounts.
- Prepare Documents and File
- Assisted Seniors Accounted in Developing Financial strategies.
- Maintain Official Files and Documents.
- Collect Financial Record for preparing records.
- Make basic corporation with other staff
- Review the details provided by the managers, edit the billings.

Tourism Corporation Khyber Pukhtunkhwa (PVT) LTD

(Research Work)

Job Title: Admin

My core responsibilities included:

- Making Brochures for travelers.
- Responsible for collecting information about Tourist Place in Pakistan
- Correction in Brochures

ACADEMIC BACKGROUND

Tourism & Hospitality(MA)	Hazara University	Year Completed:2015
English(BA)	Peshawar University	Year Completed:2009
Computer Science(FCS)	Peshawar Board	Year Completed:2007
Bio, Chem, Maths(Matric)	Sardheri School	Year Completed:2005

PROFESSIONAL DEVELOPMENT AND KEY SKILLS

- Expertise in working with MS Excel spreadsheets.
- Presentable Personality
- Positive attitude.
- Loyal towards work and duties.
- Excellent communication skills.

Be Able to Communicate in Three Languages: English, Urdu, Pashto