







ARSLAN PIRACHA

Administrative Manager

 Wallayat Complex Bahria
Town Phase 7, Islamabad

 0306-5058198

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 Arslanpiracha9@gmail.com

PERSONAL INFORMATION

S/O Mushtaq Ahmed Piracha

Nationality: Pakistani

Marital Status: Single

DOB: 31-Aug-1995

EDUCATION

BS ECONOMICS

AIOU || Islamabad
2017-2019

INTERMEDIATE

BISE || Sargodha
2012-2014

MATRICULATION

BISE || Sargodha
2010-2012

TRAININGS

- ISO 9001-2015
- Aviation Safety
- Safety Management System
- Ramp Safety
- Dangerous Goods

PROFILE

Seeking to continue my professionalism, where my dedication, expertise and talent will definitely bring the organization creating a sharper edge within the industry. I aspire for the position of HR & Admin officer/Assistant admin & HR/Duty Officer/Office Coordinator, to contribute to the company's growth and in turn ensuring personal growth within the organization.

KEY HIGHLIGHTS

Administrator provides both clerical and administrative support to professions, either as part of a team or individually. The role plays a vital part in the administration and smooth-running of businesses throughout industry. Secretaries/administrators are involved with the coordination and implementation of office procedures and frequently have responsibility for specific projects and tasks and, in some cases, oversee and supervise the work of junior staff.

EXPERIENCE

Administration/HR Head	DEC 2020 TO TILL DATE
At ACE Group of companies ISLAMABAD (Real Estate Firm)	
ASSISTANT MANAGER HR	JUL 2020 TO NOV 2020
KALLSTAR LLC RAWALPINDI (BPO)	
ADMIN OFFICER	DEC 2018 TO JUNE 2020
GERRY'S DNATA IIAP	
ADMIN/HR OFFICER	OCT 2014 TO NOV 2018
MIA GROUP OF COMPANIES ISLAMABAD	

MAJOR RESPONSIBILITIES

- Working on DECIBEL SOFTWARE regarding Payroll, Attendance, and Leaves & OT of all employees.
- Coordination with Civil Aviation regarding Billing, ADP's, AVP's etc.
- Processing of AEP Passes for employees from ASF 2
- Providing Staff training & Development.
- Counseling staff about any problems they may have at work.
- Helping draw up plans for future personnel needs.
- Office cleanliness and maintenance.

SOFTWARE

- DECIBEL (HRM)
- ORACLE
- VMS
- ADMIN PORTAL

SKILLS

- Documentation and control
- Team Leadership
- Strategic Planning
- Technical Support
- Sorting and labeling
- Policy and Procedure Modification
- Training and Development
- Project Management
- Performance improvement

LANGUAGE

- English ● ● ● ●
- Urdu ● ● ● ● ●
- Punjabi ● ● ● ● ●

- Supervision and updating office records of visitors, telephones, dispatch, and reception of mails.
- Be in-charge of office equipment maintenance.
- Collection of all quotations for procurement in coordination with Logistics and procurement officer.
- Be in charge to ensure the availability of office supplies.
- To manage the vendor and keep a good relationship with them.
- To Manage vehicle management software
- Responsible for planning, recording, auditing, and maintaining asset information. Implement the service asset management policy and standards
- To co-ordinate with other staff and fulfilling their requirements regarding logistics and procurement in coordination with Logistics & Procurement Officer.
- Supervise administrative assistants and direct daily operations to make sure procedures are followed.
- Organize filing systems and, when needed, help other real estate team members with contracts, such as title exams, title sheets, executing commissions, and coordinating buyer and seller information.
- Complete basic bookkeeping tasks, track office expenses, and ensure the monthly budget is adhered to.
- Monitoring real estate income and expenditure, as well as collecting payments.
- Keeping owners informed on taxes, occupancy rates, and lease expiration dates.
- Determining rental income
- Reporting to real estate owners and investors on a regular basis.
- Respond to client's issues in a timely manner to Develop client's satisfaction goals.

CERTIFICATS & COURSES

2 Years diploma of HVACR from “PBTE Lahore TEVTA Bhera”

1 Year Computer Course from TEVTA Bhera