



USMAN ANWAR

ADMIN ASSISTANT

📍 Al Qouz 4, Dubai, 0000, United Arab Emirates

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✉️ usmanifl6@gmail.com

ABOUT ME

Detail_Oriented HR & Administrative professional with over 6 Years of experience in payroll processing, employee relations and Facility coordination in both Pakistan and UAE. Skilled in Oracle HRMS, documentation and supporting organizational success with strong interpersonal skills.

SKILLS

- PAYROLL PROCESSING.
- DOCUMENT MANAGEMENT.
- EMPLOYEE RELATIONS.
- FACILITY MANAGEMENT.
- TIME MANAGEMENT AND PROBLEM SOLVING.

LINKS

LINKEDIN:
www.linkedin.com/in/usman-anwar-911555244

FACEBOOK:
facebook.com/khanbaba69

LANGUAGES

- URDU
- ENGLISH

HOBBIES

CRICKET,BADMINTON,WATCHING MOVIES.

PERSONAL DETAILS

Date of birth
15 Mar 1990

Nationality
Pakistan

Visa status
Approved

Marital status
Married

WORK EXPERIENCE

TRANSGUARD GROUP LLC (DUBAI MALL)
Dubai
Apr 2023 - Present

Administrator

- Maintain schedules for security Guards, petrol teams & supervisors.
- Track attendance, shifts & leaves.
- Prepare & manage client contracts & service agreements.
- Monitor deployment of security personnel & proper site coverage.
- Coordinate logistics like uniforms, radios & transportation.
- Handle emails, phone calls & internal memos.
- Forwarding Monthly Attendance report to HR.
- Maintain & manage incident reports & personnel records.

IBRAHIM FIBERS LTD, PAKISTAN
Faisalabad
Jul 2018 - Mar 2023

Office Assistant

- Key Responsibilities;
- Supported end_to_end recruitment activities: data entry of new hires, scheduling interviews, preparing offer letters and employment contracts.
 - Conducted orientation and onboarding to newly hires and providing guidance on HR policies.
 - Administer employee lifecycle documents such as promotions, increments, appraisals, disciplinary records and scholarship forms.
 - Maintain monthly attendance, leave accruals, leave encashment bills & final settlement bill.
 - Process monthly salary, deductions of miscellaneous charges, preparing pay sheet, payroll summary and bank advice by using Oracle HRMS.
 - Sending salary sheets to accounts department for salary disbursement.
 - Maintain monthly accommodation details, preparing Management Information System report (MIS).
 - Sorting & sending Emails by using MS Outlook.

EDUCATION

UNIVERSITY OF THE PUNJAB LAHORE
Faisalabad
2012

BACHELOR OF COMMERCE

BOARD OF INTERMEDIATE & SECONDARY EDUCATION
Faisalabad
2010

INTERMEDIATE OF COMMERCE

BOARD OF INTERMEDIATE & SECONDARY EDUCATION
Faisalabad
2008

MATRICULATION