



## PROFILE

Responsible in Administration with strong knowledge of Human Resources practices. Superior understanding of data entry, file management, customer service and maintaining confidentiality. Particularly skilled in organization and time management, able to develop innovative systems for maximizing efficiency.

## CONTACT

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Passport Number:  
BU6396901

Visa Status:  
Employment

## SKILLS

Teamwork	<div></div>
Customer Service	<div></div>
Communication	<div></div>
Problem Solving	<div></div>
MS Office	<div></div>

# IZHAR UL HAQ

## EDUCATION

**Bachelor of Business Administration  
(Human Resource Management)**  
2016-2020

## WORK EXPERIENCE

**Hassan Healthcare Pakistan (HR Officer)**  
23-6-2023 To 25-12-2023

Updated and maintained employee records and benefits information. Assisted HR Manager with projects and duties as requested. Prepared recruitment lists and job postings, scheduled applicants and checked references. Maintained and updated employee file with information including. Providing detail information to new employees regarding company's policies and benefits. Researching, speaking to employees in person, and solving their issues.

**Z-M Electronics Pakistan (Customer Service Associate)**

5-4-2021 To 25-3-2023

Managing customer requests, store inventory, transactions, new purchase orders.

**Organic Products Limited Pakistan (Salesman)**

3-6-2020 To 27-10-2021

Describe merchandise and explain use, operation, and care of merchandise to customers. Maximizing sales and lead production, ensuring presentation quality, integrity, and innovation

