

MOHSIN SIRAJ

@ mohsinsiraj0@outlook.com

0552694663

Al Khail Gate, Al Quoz, Dubai, UAE



Objective

My aim is to secure a full-time position in an environment that offers me a great challenge to utilize my skills and helps to enhance those skills and also providing me the opportunity to help in organizational advancement the productivity expertise mainly in administration.



Experience

Modern Institute Of Paramedical Sciences

Mar 2016 - June 2019

Admin Officer

Responsibilities.

- Managed admin duties and imparted payroll and benefits administration support.
- Handled internal customer's requests and evaluated payment for admin related services.
- Administered office security and cleanliness.
- Outlined monthly budget for admin related expenses.
- A Complete and Comprehensive Presentation on Factory Annual Budget Including, Utility Bills, Machines Maintenance, Materials Management, Quality Control, Admin Expenses.
- Work on ERP software to make All expenses Bill record, IT related materials etc.
- Work on Oracle Software to make Purchase requisitions, Purchase Orders, GRN and MIR Reports.
- Handle petty cash of company and responsible for day-to-day transaction of petty cash, supplier bills (KESC, PTCL, PSO etc.) and Reimbursement Payment/Claims.
- To make and managed all Fuel Cards i.e. Fleet, Corporate, Employees and Owners homes.
- To deal with workers & short payment problems.
- Look over the house keeping staff and their management.
- Dealing with Canteen Contractor and making their monthly invoice billing and smoothly payment.
- Manage internal transport and there related problems like registration, license, service etc.
- Ensuring safety of all assets of the company.
- Manage the arrangements of corporate meetings for senior managers.

ALUPAK PLASTIC DIVISION

August 2019 - November 2022

Admin/HR Officer

Responsibilities.

- Maintaining physical and digital personnel records like p
- Employment contracts.
- Update internal databases with new hire information
- Create and distribute guidelines and documents about company policies Gather payroll data like bank accounts
- And working days
- Publish and remove job ads
- Schedule job interviews and contact candidates as needed
- Prepare reports and presentations on HR-related metrics like total number of hires by department
- Develop training and onboarding material
- Respond to employees' questions about benefits (for example, number of vacation days they're
- Keep records of complaint and suggestion box.
- Full and final settlement of workers. Advance against salary.
- Supervision of janitorial staff. Dump yard approvals.
- Face IN/OUT missing summary. Security guard trainings.
- Company staff training. Contractor's training.
- Workers training.



Education

University of Karachi

08/2023- present

Bachelor of arts

YMCA

September 2022

DAE

Islamia Science College

2018

Intermediate

Brilliant scholar's high school

2013

Matric



Skills

- Responsible
- MS office proficient
- Work under pressure
- Quick learner
- Team player
- Coordination and leadership skill



Languages

English

Urdu



Personal Details



Date of Birth : 26/01/1997
Nationality : Pakistani
Visa Status : Visit visa