



# ABUBAKAR RAFIQUE

HR - ADMINISTRATOR / RESERVATION OFFICER

## WORK EXPERIENCE: -

**NATIONAL PHARMACEUTICAL INDUSTRIES Co. SAOC**

[HR – SUPERVISOR]

APRIL, 2013 – PRESENT

## ROLES AND RESPONSIBILITIES: -

- MAINTAIN FILES FOR ALL TRAVELS, CONTRACT SALARY, GET THE BEST DEAL FOR OFFICIAL AND NON-OFFICIAL PURPOSE BY NEGOTIATING WITH TRAVEL AGENTS, GENERATE LPO WITH NECESSARY APPROVALS IN PLACE.
- TO BOOK TRAVEL TICKET FOR OFFICIAL AND NON-OFFICIAL PURPOSE.
- NEGOTIATE TRAVEL OFFERS WITH DIFFERENT TRAVELS AGENTS AND GET THE BEST DEAL.
- PRINT LPO FOR ALL TICKETS, TAKE APPROVAL FROM CEO, IA, AND FINANCE FOR ALL TRAVELS.
- DISPATCH LPO TO AGENCIES AND RELATED DEPARTMENTS.
- PROVIDE QUICK TURN-AROUND TIME AND GET THE BEST DEAL, WHEN TRAVELS HAVE TO BE MADE WITH INSUFFICIENT NOTICE.
- ENSURING THAT ALL TRAVEL IS APPROVED BY MANAGEMENT, MAKING A CLEAR DISTINCTION BETWEEN APPROVED VACATIONS AND PERSONAL VACATIONS.
- BOOKING OF HOTEL ROOMS (FOR VISITORS/GUESTS).
- RESERVATION OF MEETING ROOM, AND TABLES FOR LUNCH/DINNER
- HANDLING MOH CLEARANCE FOR NEW PHARMACISTS' STAFF AND RENEWAL OF PHARMACIST LICENSE.
- TO ENSURE TIMELY RENEWAL OF ALL CERTIFICATIONS AND DOCUMENTS.
- TO ENSURE RENEWAL OF GOVERNMENT CONTRACTS (TENDER BOARD, MUNICIPALITY CONTRACTS ETC.)
- TO SOLVE EMPLOYEE RELATIONS GRIEVANCE MANAGEMENT AND ADMINISTRATION ACTIVITIES.
- KEEP ALL TYPES OF RECORDS PERTAINING TO CONTRACT EMPLOYEE'S SALARY DETAILS, TRANSPORT RECORDS OF EMPLOYEES, RECORDS OF HOUSEKEEPING STAFF.
- RESPONSIBLE FOR MEDICAL INSURANCE FOR EMPLOYEES AND THEIR DEPENDENTS.
- RENEWAL OF MEDICAL GROUP INSURANCE & GROUP LIFE INSURANCE POLICIES.
- PREPARATION OF ANNUAL APPRAISAL REPORT.

## PROFILE:-

WITH THE EXPERIENCE IN HR & ADMINISTRATION SYSTEMS, I AM EAGER TO CONTINUE DEVELOPING MY CAREER. MY DEEP COMMITMENT TO TEAMWORK, COOPERATIVE ATTITUDE, AND DILIGENT WORK ETHIC HAVE SIGNIFICANTLY CONTRIBUTED TO MY CAREER AND ESTABLISHED MY REPUTATION AS A TRUSTWORTHY PROFESSIONAL.

## CONTACT:-

CONTACT #:

+968-92887413 (OM)

+92-3006815998 (PAK)

## NATIONALITY:

Pakistani

## LINKEDIN: -

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## SPECIFIC SKILLS:-

- ✓ HUMAN RESOURCES OPERATIONS
- ✓ OFFICE ADMINISTRATION
- ✓ RESERVATION MANAGEMENT
- ✓ STAFF MANAGEMENT
- ✓ LEGAL COMPLIANCE
- ✓ DOCUMENTS CONTROL

## **GENERAL SKILLS: -**

- ✓ *PRIOR EXPERIENCE IN ADMINISTRATIVE POSITIONS, COUPLED WITH EXCEPTIONAL ORGANIZATIONAL ABILITIES.*
- ✓ *PROFICIENCY IN MS EXCEL AND OTHER ESSENTIAL OFFICE TOOLS.*
- ✓ *STRONG COMMUNICATION SKILLS AND A DEDICATION TO UPHOLDING PROFESSIONAL STANDARDS.*
- ✓ *SKILLS AND ABILITY TO WORK BOTH INDEPENDENTLY AND COLLABORATIVELY IN A TEAM SETTING.*

- *HANDLE AND ENSURE ISO COMPLIANCE IN HR PROCESSES.*
- *LOOKING AFTER CONTRACT LABOUR (CLEANERS, PACKAGING & STORE WORKERS) & TRANSPORT.*
- *APPLY ONLINE LABOUR CLEARANCE WITH ENCLOSING CERTIFICATE OF EMPLOYEES.*
- *TO COMPLETE WORK OF OTHER HR MEMBERS IN THEIR ABSENCE.*
- *CREATING, PREPARING AND PROVIDING REPORTS TO VARIOUS DEPARTMENTS.*
- *FILED PAPERWORK, SORTED, AND DELIVERED MAIL AND MAINTAINED OFFICE ORGANIZATION.*
- *MONITORED EMPLOYEE ATTENDANCE AND PERFORMANCE TO VERIFY PUNCTUALITY AND ABSENCES, RESOLVING ISSUES IN ACCORDANCE WITH COMPANY POLICIES AND PROCEDURES.*
- *UPDATED AND MAINTAINED EMPLOYEE ATTENDANCE RECORDS.*
- *PROCESSED TICKETING LPOs, INVOICES RECEIVED, PAYMENTS ACCEPTED, AND REFUND AND CANCELLATION REQUESTS.*
- *INFORMED NEW EMPLOYEES/GUESTS/VISITORS OF NECESSARY TRAVEL INFORMATION, SUCH AS TRAVEL TIMES, TRANSPORTATION CONNECTIONS, MEDICAL, AND VISA REQUIREMENTS.*

## **SHORT COURSES & TRAINING PROGRAMS: -**

- ✓ *ISO INTERNAL AUDITOR TRAINING PROGRAM IN 2023 FROM THE HALCYON PRIVATE LIMITED*
- ✓ *WEB DESIGNING: SCALED SCORES FOR ISLAMIA UNIVERSITY IN 2012*
- ✓ *MICROSOFT OFFICE: SCALED SCORES FOR ISLAMIA UNIVERSITY IN 2011*
- ✓ *ENGLISH LANGUAGE: SCALED SCORES FOR ISLAMIA UNIVERSITY IN 2008*

## **MOBILINK PAKISTAN [TELECOM COMPANY]**

**[ADMINISTRATION OFFICER] ... JUNE, 2008–SEPTEMBER, 2012**

- *MANAGING DAILY OFFICE REQUIREMENTS AND OVERSEEING GENERAL ADMINISTRATIVE TASKS.*
- *HANDLING CORRESPONDENCE, PREPARING REPORTS AND INVOICES, AND MAINTAINING ORGANIZED FILING SYSTEMS.*
- *PROVIDING SUPPORT TO MANAGERS AND EMPLOYEES.*
- *SCHEDULING APPOINTMENTS AND COORDINATING MEETINGS EFFICIENTLY.*
- *ASSISTING SALES MANAGERS WITH INVOICING PROCEDURES.*
- *MANAGING OFFICE COMMUNICATIONS AND SUPPLIES.*
- *SERVING AS A CENTRAL POINT OF CONTACT FOR BOTH THE INTERNAL AND EXTERNAL STAKEHOLDERS.*

## **EDUCATION: -**

**ISLAMIA UNIVERSITY OF BAHAWALPUR**  
**BACHELOR'S IN JOURNALISM - 2011**