



Salman Farooq

Date of birth: 26 Dec 1983

Nationality: Pakistani

CONTACT

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WORK EXPERIENCE

1 MAY 2021 – CURRENT Islamabad, Pakistan

Administrative Assistant Benazir Income Support Programme (BISP), F-Block Pak Secretariat, Islamabad

1. Accurately enter invoice details into the internal financial system to support effective financial management.
2. Perform various administrative tasks, including printing, sorting, and organizing documentation to maintain smooth office operations.
3. Draft office notes, ensure accurate summarization and proper formatting.
4. Greet and assist visitors, providing a professional and welcoming experience.
5. Perform data entry and maintain accuracy by cross checking system.
6. Managing calendars, scheduling appointments, and organizing meetings.
7. Proficiently utilize e-office software to put-up files and draft letters to convey approvals.
8. Handle and direct phone calls to the appropriate departments, ensuring prompt and efficient communication.

Business or Sector Human health and social work activities | **Website** <https://www.bisp.gov.pk/>

1 JAN 2016 – 1 MAY 2021 Islamabad, Pakistan

Human resources assistant Benazir Income Support Programme (BISP), F-Block Pak Secretariat, Islamabad

1. Assisted in the recruitment process by screening resumes, conducting initial interviews, and coordinating with Deputy Director (HR).
2. Facilitated new employee on-boarding, ensuring all documentation was completed and inductions were carried out smoothly.
3. Acted as a point of contact for employee queries and concerns, providing support and resolving issues promptly.
4. Assisted in organizing employee engagement activities and team-building events to foster a positive workplace environment.
5. Maintained accurate employee records and managed HR databases with confidentiality and precision.
6. Prepared and processed HR-related documentation, including employment contracts, amendments, and termination papers.
7. Supported the performance appraisal process by collecting and organizing performance data.

EDUCATION AND TRAINING

3 OCT 2011 – 30 SEP 2013 Islamabad, Pakistan

Masters in International Relations Preston University Islamabad

Website <https://www.preston.edu.pk/> | **Field of study** Social sciences, journalism and information not further defined | **Final grade** 3.1 CGPA

1 JUL 2003 – 30 JUN 2005 Rawalpindi, Pakistan

Bachelor of Commerce Punjab collage of commerce

Website <https://pgc.edu/campus/punjab-college-of-commerce-rawalpindi/> | **Field of study** Business, administration and law | **Final grade** 1st Division

30 AUG 2023 – 30 AUG 2023 Islamabad, Pakistan

International English Language Testing System (IELTS) General Training British Council

Final grade Overall Band 6.0 | **Valid until** 30 Aug 2025

1 JUN 2022 – 2 JUN 2022 Islamabad, Pakistan

Training workshop on "Effective Communication and Presentation Skills" Benazir Income Support Programme

Website www.bisp.gov.pk

14 APR 2014 – 18 APR 2014 Islamabad, Pakistan

Computer training course on "Ms-Excel 2010 Advance" Establishment Division

Website www.establishment.gov.pk

LANGUAGE SKILLS

MOTHER TONGUE(S): Urdu

Other language(s):

English

Listening B2

Spoken production B2

Reading C1

Spoken interaction C1

Writing C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft: Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Microsoft Outlook | Proficient knowledge of different types of Email Softwares | Social Media including Facebook, WhatsApp and Twitter | Organizational and planning skills | Good Communication and Writing Skills | Research and analytical skills | Video Conferencing (Zoom, Teams, Skype, Webex) - Advanced