

# Sarfraz Ahmad

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Dera ghazi khan, Pakistan

Dedicated and detail-oriented professional with a bachelor's degree in Botany and over two years of experience in HR and administrative roles. Skilled in recruitment, data management, and team coordination, with a proven ability to enhance operational efficiency. Seeking a dynamic position in the UAE to leverage my expertise and contribute to organizational success.

## WORK EXPERIENCE

### HR ASSISTANT

#### Waste management company Multan

03/2022 - 04/2024

Multan, Pakistan

##### Achievements/Tasks

- **Recruitment and Onboarding:** Coordinated recruitment activities, including job posting, screening, and interviewing candidates, ensuring seamless onboarding and compliance with company policies
- **Employee Records Management:** Maintained accurate employee records and updated HR databases, ensuring compliance with labor laws and company standards.
- **Policy Implementation:** Assisted in implementing HR policies and procedures, contributing to a productive and compliant workplace environment.
- **Employee Relations Support:** Supported in handling employee inquiries, resolving workplace concerns, and fostering positive communication between staff and management.

### ADMINISTRATIVE ASSISTANT

#### Professional Academy

12/2020 - 01/2022

Multan, Pakistan

##### Achievements/Tasks

- **Student Records Management:** Streamlined the maintenance and updating of student records in centralized databases, ensuring data accuracy, confidentiality, and compliance with institutional standards.
- **Class and Faculty Coordination:** Efficiently managed academic schedules, faculty assignments, and resource allocation, ensuring smooth execution of classes and training sessions.
- **Administrative Operations Oversight:** Delivered high-level administrative support by preparing official documents, managing correspondence, and optimizing inventory management processes to support operational efficiency.
- **Customer Engagement and Support:** Acted as the primary point of contact for students and parents, resolving inquiries promptly and professionally, contributing to enhanced student satisfaction and academy reputation.

## CERTIFICATES

HUMAN RESOURCE LEADERSHIP  
(10/2024 - 12/2024)

## EDUCATION

### BS- Botany (3.17/4 CGPA)

#### Bahaudine Zakriya University

10/2020 - 09/2024

Multan, Pakistan

## SKILLS

Talent Acquisition

Employee Relations

Database

Critical Thinking

Team Leadership

Office Administration

Customer service and Relations

Problem Solving

Time Management

MS Office Management

## LANGUAGES

English

Professional Working Proficiency

Urdu

Full Professional Proficiency

Balochi

Native or Bilingual Proficiency

## INTERESTS

Leadership Development

Team Collaboration

Data Management and Analysis

Continuous Learning

Community Engagement