

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