



Waseem Hayat

Admin & HR Specialist

To acquire a professional position in a creative and challenging environment, where I can utilize my educational and job experience, and constantly learn, seek and apply my knowledge with a commitment to the company's excellence.

Contact

Phone

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Email

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Address

Dubai, UAE

Visa status: Visit visa

Education

2010

Master of Business Administration **Islamabad**

2009

Bachelor of Business Administration

CECOS University Peshawar

Computer Skills

Microsoft Office

Microsoft Excel

Microsoft Powerpoint

Microsoft Outlook

Internert Skills

Language

English

Urdu

Pushto

Experience

Dec 2014-Present

NCS University System Admin & HR Manager

- Assigns work, provides direction to supporting staff, drivers and watchmen and ensures that assigned tasks are completed. Ensure effective and appropriate follow up.
- Orient and trains supporting staff and ensure cleanliness of all the campus.
- Monitors the performance of supporting staff . Provides feedback on their performance and conducts performance evaluation.
- Participates in the recruitment and selection of supporting staff by performing duties such as screening resumes, interviewing application and providing input on selection.
- Evaluates offices procedures and practices to senior management. Ensures that approved office policies, practices and procedures are understood and followed.
- Responds to all the maintenance works on the premises on regular basis and keep inventory. Manage transport of University /School system and manage parking.
- Manage and Coordinate day to day entertainment expense.

Feb 2011-Sep 2014

AWAZ Welfare Organization Mardan HR Officer

- Keep complete record of employee working days, Absentees & salaries. Advertise jobs.
- Coordination with donors & line department.
- Attend the mid-review meetings of the projects.
- Recruitment & selection process.
- Keep in touch with recruitment agencies & institutions.
- Interaction with top management for discussions.
- Administering payroll.
- Ensure that accurate descriptions are in place.
- Writing job descriptions

Feb 2010-Feb 2011

Cabinet Secretariat, Establishment Division, N IP Internee Officer.

- Keep and maintaining the office record.
- Assisting Section Officer in CSB/DSB Meeting.
- Reviewing the Officer Dossiers for promotion.
- Take care of file.
- Coordinate with the ministries officers.
- Building healthy Relationships with the government employees and subordinate and facilitating them.
- Calculate the Quantification of the officer PERs.
- Write the summary of the cases files.
- Develop the sonority lists of the government officers.
- Many other task which given/assign by Section Officer.

• Trainings / Seminars:

- Participate in two day Training on Protection,
- Arranged by UN World Food Program (UNWFP).

• References:

Reference would furnish on demand.