

MUBASHER ALI

HR & Administrative Support Professional



Personal Details

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Age : 33 Years

Religion : Muslim

Visa Status : Visit Visa

Nationality: Pakistani

Education

Master's in Business Administration
Human Resources Management
Hazara University, Pakistan
2011-2015

My Expertise

- Office Administration
- HR Support & Operations
- Full Cycle Recruitment
- Calendar & Diary Management
- Microsoft Office Applications
- Meeting Scheduling & Coordination
- Travel Management
- Virtual & Personal Assistance
- Presentation and Reporting
- Record Management
- Candidate Sourcing
- Application Screening
- Interview Management
- Documents Controlling

About Me

Human resources and administrative support professional having experience in executing and coordinating all general HR and administrative functions. Demonstrated skills in managing the end-to-end recruitment process, maintaining HR databases, responding to employee questions, and providing organizational support. Providing executive assistance while preparing well researched and accurate documents, schedule meetings and manage busy calendars, and efficiently handle daily office tasks.

Career History

HUMAN RESOURCES EXECUTIVE

Feb 2016- Nov 2022 – Zyppia International – Islamabad, PK

- Supervising the day-to-day operations of the HR department.
- Ensuring regular communication and providing resolution to every query from the employees.
- Design all the job descriptions, qualification requirements that reflect each position's requirements.
- Screening applicants via calls or emails, & pre-interview assessments.
- Reviewing resumes and scheduling interviews with candidates based on the interviewer's availability
- Preparing and updating reports on the interviews and hiring decisions.
- Updating and drafting important documents such as offer letters, employee records, contracts and termination letters.

EXECUTIVE ADMINISTRATOR

Jun 2021- Sep 2022 – KeVaHQ – Orlando, FL. USA

- Acted as a point of contact among executives, employees and clients
- Supported executives & supervised all of the activities for staff.
- Coordinated complex scheduling and calendar management, as well as content and flow of information to senior executives
- Represented the executives by attending meetings in the executive's absence and speaking for the executive.
- Helped executives prepare for meetings, attended meetings & accurately recorded minutes and circulated information.
- Helped executives in interviews and managed the recruitment process.
- Ensured professionalism & strict confidentiality with all materials

Soft Skills

- Decision Making
- Time Management
- Multiple Tasking
- Communication
- Conflict Management
- Creativity & Flexibility
- Active Listening & Learning
- Cross-Cultural Collaboration

Digital Skills

- Digital Marketing Skills
- Search Engine Optimization
- Social Media Management
- Google Ads & PPC Campaigns
- Website & Blog Management
- LinkedIn Management
- Branding & Reputation Management
- Google & FB Ads Copy Writing
- Google Analytics & Search Console
- Google My Business Management
- Competitor Research & Analysis

Applications & Tools

- Microsoft Office Applications
- Google Suite (G-Drive & Apps)
- Zoho One Apps
- Zoho People (HRMS)
- Asana (Project Management)
- HubStaff (HR Management)
- Discord (VoIP App)
- Microsoft Teams, Zoom
- Zoho Projects (Project Management)
- Zoho Cliq (Team Communication)
- Slack Communication App
- LinkedIn Recruiter
- Google Adwords
- Ahrefs, SEMRUSH, MOZ
- Jasper, ClosersCopy
- SpyFu, Yoast SEO,
- Google Keyword Planner

Career History (Continued)

ADMINISTRATIVE ASSISTANT

Aug 2011- Oct 2014 – Haashar Association - Pakistan

- Provided administrative support to ensure efficient office operations.
- Handled requests, feedbacks, and queries quickly and professionally.
- Maintained diary, arranged meetings, appointments and reminders.
- Developed and carried out an efficient documentation and filing system for both paper and electronic records.
- Act as point of contact among the executives, employees and clients.
- Collected and approved employee documents, such as travel expense reports, time sheets, leaves and scheduled time-off requests,
- Worked to streamline the flow of interoffice communications
- Maintained records of all the agreements and contracts with clients.
- Managed databases & spreadsheets, prepared presentations and reports for executives.

INTERNEE

Nov 2014 – Jan 2016 – National Bank of Pakistan – Abbottabad - PK

- To understand each department's daily processes and provide administrative support
- To help supervisor in completing daily tasks, operations and service of all areas of business
- Administer and provide comprehensive banking services to all the customers.
- Responsible for drafting different reports to be checked by the supervisor and branch manager.

Certifications

- Diploma in Information Technology – Technical Education Board – 2018
- Recruitment Skills Certified - Oxford Home Study Center – 2022
- Google Suite Certified – (G-Drive, Apps, Hangouts) – Alison – 2022
- Digital Marketing Certified – Google Digital Garage – 2022
- Google My Business Certified – Google Digital Academy – 2022

Languages

- English
- Urdu/Hindi

References

- References will be provided if required