



SEEMAB CH

Administrative & HR Officer (Own Visa)

Profile Summary

A dedicated and disciplined professional with a strong entrepreneurial mindset and a proven ability to contribute effectively to organizational success. Experienced in training, mentoring, and achieving corporate objectives within ethical and legal frameworks. Adept at managing schedules, streamlining office communication, and providing exceptional support to team members and clients. Recognized for a proactive approach, exceptional organizational skills, and the ability to build and maintain strong professional relationships while ensuring operational efficiency.

Experience

Receptionist / Admin Assistant

12/2022 - 01/2025

NMC Hospital, Dubai - UAE

- Welcome and assist patients and visitors with a professional and courteous demeanor.
- Efficiently manage appointment scheduling to optimize patient flow and minimize wait times.
- Perform accurate patient registration, including verifying insurance details and maintaining confidentiality.
- Provide clear and concise information regarding hospital services, procedures, and facilities.
- Handle all incoming calls, ensuring proper routing and prompt resolution of inquiries.
- Support billing processes by addressing payment queries and issuing receipts.
- Manage and resolve patient concerns, escalating complex issues to the appropriate department.
- Ensure strict adherence to hospital protocols, policies, and quality standards.

Administrative / HR Officer

01/2019 - 11/2022

Clay Stone Private Limited, Islamabad - Pakistan

- Manage and oversee daily administrative operations to ensure seamless office functionality.
- Conduct recruitment processes, including job postings, candidate screening, and onboarding new hires.
- Maintain and update accurate employee records in alignment with company policies and legal requirements.
- Coordinate and implement training and development programs to enhance staff skills and performance.
- Administer payroll, attendance, and leave management with precision and confidentiality.
- Ensure compliance with labor laws, company policies, and HR best practices.
- Prepare reports, maintain official documentation, and organize meetings efficiently.
- Address employee concerns professionally and promote a positive workplace culture.

Contact Me

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Dubai - UAE

Education

BS Honor (Ongoing)

Business and Management - Dubai, UAE

Higher Secondary Certificate (HSC)

Moon College Bahawalpur, Pakistan

Secondary School Certificate (SSC)

Moon School System Bahawalpur, Pakistan

Skills

- Excellent Communication & Presentation Skills
- Office Management
- Recruitment & Onboarding
- Payroll Assistance
- Customer Service &
- Communication
- Time Management & Prioritization
- Data Entry & Record Keeping
- Fleet Coordination
- Compliance & Confidentiality
- Microsoft Office Proficiency
- Team collaboration

Languages

English

Urdu

Achievements

Certificate of Appreciation:

Honored for hard work and loyalty.

Outstanding Performance Award:

Recognized for exceptional contributions

References

Available upon demand.

HR Administrative

09/2017 - 09/2019

Groomers School System, Lahore - Pakistan

- Coordinated recruitment and onboarding of teaching and non-teaching staff.
- Maintained accurate employee records and ensured compliance with school policies.
- Assisted with scheduling interviews and conducting reference checks for new hires.
- Managed attendance, leave records, and prepared monthly payroll reports.
- Organized staff training, development sessions, and performance reviews.
- Addressed staff queries related to HR policies, benefits, and school procedures.
- Supported the administration of employee evaluations and appraisals.
- Assisted in the preparation of documentation for school accreditation processes.
- Provided general administrative support to the HR department.

Admin / HR Officer

04/2014 - 07/2017

Rubeen SMC Private Limited, Lahore - Pakistan

- Provide administrative support by managing office supplies, organizing schedules, and coordinating meetings.
- Assist in the recruitment process, including posting job ads, shortlisting candidates, and scheduling interviews.
- Maintain and update employee records, ensuring accuracy and confidentiality.
- Handle employee attendance, leave management, and assist with payroll processing.
- Prepare and maintain official documentation, reports, and correspondence.
- Assist in organizing training sessions and employee development programs.
- Coordinate communication between management and staff to ensure smooth operations.
- Support HR initiatives and ensure compliance with company policies and labor laws.

Expertise

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Office Administration: Proficient in managing daily operations, scheduling, and maintaining records to ensure smooth workflow.
- Human Resources Management: Skilled in recruitment, onboarding, employee record maintenance, and payroll processing.
- Customer Service Excellence: Experienced in addressing inquiries, resolving issues, and maintaining professional communication.
- Compliance and Confidentiality: Strong knowledge of adhering to organizational policies, labor laws, and handling sensitive information securely.