***Arooj Saleem Butt***

**Contact No: 0304-7143192**

**Email: Aroojb80@gmail.com**

**Profile:**

I am a mature experience human resources operation recruitment and selection. Learning and development professional with the background of about 9-Years, Experience complimented with successful growth in business. During my career, I have earned reputation as a committed hard working and result oriented professional couple with through awareness about local international trends and changing environment operation globally. My experience re-enforced with mature leadership skills in operational efficiency.

**Career Objective:**

I am a quick learner who can effortlessly fit into an existing environment and encourage junior staff to achieve their best. I can work as a team member as well a leader to serve the organization with full sincerity. Who encourage talent, provides challenges and opportunities to progress.

**Qualification:**

Bachelor Lahore Board 2016

Intermediate Lahore Board 2013

Metric Lahore Board 2010

**Experience:**

**Shaheen Grinding Mills (pvt) Ltd. 1.9Years 2019 to 2021**

**HR / Admin**

**Responsibilities:**

* Answer and direct phone calls
* Organize and schedule meetings and appointments
* Maintain contact lists
* Produce and distribute correspondence memos, letters, faxes and forms
* Assist in the preparation of regularly scheduled reports
* Develop and maintain a filing system
* Order office supplies
* Book travel arrangements
* Submit and reconcile expense reports
* Provide general support to visitors
* Provide information by answering questions and requests
* Take dictation
* Research and creates presentations
* Prepare and monitor invoices
* Develop admin staff by providing information, educational opportunities and experiential growth opportunities
* Contribute to team effort by accomplishing related results as needed
* Carry out admin duties such as filing, typing, copying, binding, scanning etc.
* Write letters and emails on behalf of company
* Handle sensitive information in a confidential manner
* Take accurate minutes of meetings
* Coordinate office procedures
* Reply to email, telephone or face to face enquiries
* Develop and update admin systems to make them more efficient
* Resolve admin problems
* Receive, sort and distribute the mail
* Answer telephone calls and pass them on
* Manage staff appointments
* Oversee and supervise the work of junior staff
* Maintain up-to-date employee holiday records
* Coordinate repairs to office equipment

**Buraaq Career Counseling.**

**Human Resource & Consultant. 2.5 Years 2016 to 2018**

* As A Branch Manager & Marketing Manager
* To conduct overall recruitment and selection process as per company policy.
* Co-ordinate with internal and external bodies in recruitment and selection process on the behalf of department
* Maintain post hiring activities and event (Orientation, Personal File, Documentation, Transport and mess arrangement)
* Manage joining of new arrivals and verify documents according to checklist.
* Maintain Employee’s personal record and update according.
* Issue offer letter and appointment letter to employee code.
* Responsible timely process confirmation report to respective department and issue confirmation letter.

**Learning Development:**

* Preparing weekly, monthly report.
* To assist manager HR for Training Assignments according to annual training plan.
* Co-ordinate with different agencies for training to employees.
* Co-ordinate in preparing budgets related to the Human Resources.

**Marketing Manager Experience: 1.10 Years 2014 to 2016**

* As a cosmetics & Training Promoter product
* Represented Company Product & Customer
* Search A Market Different Product Assessment

**Marketing Premotor Experience in store 1.5 Years 2012 to 2014**

* Deal the customer product knowledge and sale out
* Handsome incentive with salary
* Very high (PR) on the marketing

**Key Skills:**

* Reporting Skills
* Admin Writing Skills
* Microsoft Office Skills
* Professionalism
* Problem Solving
* Supply Management
* Verbal Communication
* Office Administration Procedures
* Typing Skills
* Attention to Detail
* Accuracy
* Multitask
* Teamwork
* Discretion and Judgment
* In page typing skills
* Maintaining personal and professional development to meet the challenging demands of the job.
* Full knowledge of the statutory regulations contained in the health & safety at work.
* Proficient management leadership and communication skills
* Professional deal with customer, client, Employees and Employers

**Personal Info:**

Father’s Name Muhammad Saleem Butt

D.O.B 18-03-1995

NIC# 35202-8978571-0

Religion Islam

Nationality Pakistani

Marital Status Married

Mailing Address Ramghar Bazar mughalpura Lahore.

**References:**

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