

AZHAR SAJJAD ABBASI

Management & Administration

EDUCATION

MBA

Capital University of Science & Technology Islamabad, Pak.

Feb 2014 – June 2017

- Human Resource Management (HRM)

BACHELOR OF COMMERCE (B. COM)

Feb 2010- June 2012

University of Punjab Lahore, Pak.

- Accounting
- Economics
- Banking

WORK EXPERIENCE

BRITISH COUNCIL PAK.

Freelance Venue Staff

Feb 2023- Current

- Exam venue management
- Invigilation of exams
- Administrative tasks
- Reporting to venue supervisor

MOHI UD DIN ISLAMIC UNIVERSITY

HR Executive

Mar 2021-June 2023

- Administrative assistance to HR department
- Develop and implement HR strategies, policies, and procedures.
- Design and run employee training and development programs.
- Maintain HR records, including employee files, compensation, and benefits information.
- Employees attendance and performance evaluation
- Handle employee relations and resolve any workplace conflicts or issues.
- Coordination between workforce and HR administration
- Manage employee benefits programs and ensure compliance with regulations.
- Collaborate with other departments to achieve company goals and improve HR processes.



CONTACT

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+971505819909

Email:

Azharsajjadabbasi@gmail.com

LinkedIn:

[linkedin.com/in/azhar-abbasi-5842aa15b](https://www.linkedin.com/in/azhar-abbasi-5842aa15b)

Location: Abu Dhabi

Visa Status: Visit

Visa Validity: 28-03-2024

PROFILE

Versatile and results-driven Administrative Management professional with a proven track record in overseeing and optimizing office operations. With 4 years of experience, I excel in implementing efficient administrative processes, managing resources, and ensuring seamless workflow. Adept at leading and motivating teams to achieve organizational objectives. Skilled in strategic planning, resource allocation, and fostering a collaborative work environment.

Known for my strong attention to detail, effective communication, and ability to adapt to dynamic business needs. Eager to contribute my expertise to enhance administrative efficiency and support the success of the organization.

LANGUAGES

English (Advance)

Urdu (Native)

Chinese (Beginner)

DIGITAL SKILLS

- Microsoft Office
- Social media / Skype / Zoom
- E-mail
- Digital marketing
- HRIS
- E-Commerce
- Computer literacy
- Content writing

HOBBIES

- Travelling
- Outdoor sports
- Gym

BAHRIA TOWN RAWALPINDI, PAK.

HR Assistant

Sep 2019- Feb 2021

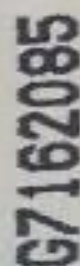
- Design compensation and benefits packages
- Implement performance review procedures (e.g. Quarterly/annual and 360° evaluations)
- Develop fair HR policies and ensure employees understand and comply with them
- Develop fair HR policies and ensure employees understand and comply with them.
- Implement effective sourcing, screening and interviewing Techniques
- Assess training needs and coordinate learning and development initiatives for all employees

CERTIFICATES & TRAININGS

- E-Commerce Management
- Freelancing
- Financial literacy
- Human Rights & Digital Security
- Child Protection Awareness
- Introduction to School Exams Invigilation

ORGANISATIONAL SKILLS

- Accounting
- Management key skills
- Administrative support
- HRM
- Office coordination
- Manage time and deadlines
- Prioritize tasks
- Structure data
- Maintain a clean physical space at work
- File documents, paperwork and other materials
- Keep track of steps in processes
- Lead projects to completion
- Attention to detail
- Project management
- Strategic planning
- Task analysis
- Workflow analysis
- Budgeting
- Scheduling
- Meeting deadlines
- Coordinating events
- Planning and meeting goals
- Tracking inventory
- Productivity
- Time management
- Multitasking



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الهيئة الاتحادية للهوية والجنسية والجمارك وأمن المنافذ
FEDERAL AUTHORITY FOR IDENTITY, CITIZENSHIP, CUSTOMS & PORT SECURITY



United Arab Emirates

إذن دخول الكتروني - eVisa



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تأشيرة سياحة - سفر واحد - 60 يوم (تمديد)

Tourist visa - single trip - 60 days (Extension)



إكسبو 2020
Expo 2020

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عام المصير
Year of the Future

ENTRY PERMIT NO : 301 / 2023 / 114/0600791 : إذن دخول رقم
Date & Place of Issue : 30/11/2023 : تاريخ ومحل الإصدار
FEDERAL AUTHORITY FOR IDENTITY & CITIZENSHIP : الهيئة الاتحادية للهوية والجنسية / الشارقة
SHARJAH Expiry Date : 28/03/2024 : تاريخ الانتهاء
U.I.D No : 77030136 : رقم الموحد
Allowed to enter U.A.E to : أجاز بدخول دولة الإمارات العربية المتحدة إلى
الاسم بالكامل : أظهر ساجد عباسي محمد ساجد
Full Name : AZHAR SAJJAD ABBASI MUHAMMAD SAJJAD
Nationality : PAKISTAN : الجنسية : جمهورية باكستان الإسلامية
Place of Birth : ABBOTTABAD : محل الميلاد : جمهورية باكستان الإسلامية
Date of Birth : 10/12/1990 : تاريخ الميلاد
Passport No : MU1013652 / ORDINARY PASSPORT : رقم الجواز : جواز سفر عادي / MU1013652
Profession : NONE : المهنة : بدون / غير مصرح بالعمل
Accompanied By : المرافقون

Host

المستضيف

Name : COZMO TRAVEL LLC : الاسم : مقر العالم للسفريات ذ م م
Address : Per No : 143705 Tel No : 065074444 Mob No : 0665266045 P.O.Box : 3393 : العنوان :
العنوان : 3393

Note : The United Arab Emirates welcomes you and wishes you a happy stay. Please be sure to change your status or leave before the visa expires, so we can welcome you again

نحن دولة الإمارات العربية المتحدة ونتمنى لك
سفرة سعيدة ونرجو أن تتغير وضعك أو
تغادر قبل انتهاء فترة صلاحية التأشيرة لتتمكن من
العودة مرة أخرى



Director of Entry & Residency Department
Fees Paid

مدير إدارة أدولت الدخول والإقامة
استوفيت الرسوم

You can verify this visa through the following link

يمكنك التحقق من صحة هذه التأشيرة عبر الرابط التالي:

<https://smartservices.icp.gov.ae/channels/web/client/default.html#/fileValidity>



Capital University of Science and Technology (Islamabad)

In recognition of the fulfilment of prescribed requirements
awards

Azhar Sajjad Abbasi s/o Muhammad Sajjad Abbasi

the degree of

Master of Business Administration

on December 06, 2017.



[Signature]
Controller of Examinations

[Signature]
Vice Chancellor

[Signature]
Chancellor

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1/8/19



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not responsible for the
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ATTESTED
Ministry of Foreign Affairs
Islamabad

Checked By: *[Signature]*
Prepared By: *[Signature]*
Capital University of Science & Technology
Islamabad
Examinations Department
19.12.17



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28 MAY 2018

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