

**NAME: Yousaf Jamil****Position:** Operations / Assistant HR Manager / HR Officer / Admin**Experience:** 06 Years**Educational Qualifications:** M.Sc. (Economics), B.Ed. (Bachelor of Education), B.A. (Statistics & Economics), Primary Teaching Certificate (P.T.C), Diploma in Information Technology (D.I.T).**Key Skills:** Office Management, Screening, Recruiting, Interviewing Staffing, Filing, Documentation, Typing, Payroll, MS Office tools, Communication, Time Management,**Mobile:** +971-559733524, +971-556307335**Current Location:** Dubai, UAE**Email:** [jamilbe055@gmail.com](mailto:jamilbe055@gmail.com)**CAREER SUMMARY**

- Presenting 06 Years diversified experience, within Four legendary Organizations
- Expert to manage a team of people, control and operate office activities
- Expert in CV selection, interviewing, staffing, recruitment
- Expert in recruiting white & blue collar applicants
- Expert to handle financial processes such as invoicing, billing
- Expert to prepare contracts, demand letters, MOUs & different forms
- Expert in Filing and management of documents
- Beginner in Using QuickBooks and Handling Daily cashbook
- Expert in preparing invoices, sales and purchase receipts
- Having experience of Classroom management
- Proficient in the use of MS Excel, MS Word, MS PowerPoint software's
- Excellent communication skills, both verbal and written

**ACHIEVMENTS**

- ❖ Completed three years of delivering effective curriculum
- ❖ Awarded best teacher of the year 2017/18
- ❖ Developed & improved writing skills of the students using specialized writing techniques

**EDUCATION**

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|--|------|
| ➤ M.Sc. Economics, University of Swat, Pakistan                        | 2015 |
| ➤ Bachelor of Education(B.Ed.), A.I.O. University Islamabad, Pakistan  | 2016 |
| ➤ Bachelor of Arts(B.A), University of Swat, Pakistan                  | 2013 |
| ➤ Primary Teaching certificate(P.T.C)                                  | 2014 |
| ➤ One year Diploma in Information Technology, S.D.C Peshawar, Pakistan | 2011 |

**COMPUTER & SOFTWARE SKILLS**

- ✓ Microsoft Office 2013 | internet applications | Installing windows 7,8,10

**SEMINARS & TRAININGS**

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|---|--|
| ➤ 15 days' workshop on "Recognition of Intelligences in Children" | – at Islamabad, Pakistan                           |
| ➤ Communication Skills  | – at Skill development council Peshawar, Pakistan  |
| ➤ IT Awareness and Presentation skills                            | – with British Council Project Islamabad, Pakistan |

## EXPERIENCE

### **Zoltrix Security Services L.L.C Dubai**

**Job position: Operations Manager**

**Year: August 2020 – Present**

- Reported to the Director & CEO
- Dealt with different HR Consultancies from India, Pakistan & Africa
- Selected, Interviewed and hired staff
- Improved operational management system by helping staff
- Prepared & processed contracts, MOUs and other forms with client
- Cooperated all office staff regarding paper work
- Supervised & Motivated office staff how to achieve improvement

### **Zeeshan Dilshad Facility Management Services L.L.C, Dubai**

**Job position: HR Officer**

**Year: August 2019– July 2020**

- Reported directly to CEO
- Recruiting, screening, interviewing and placing workers
- Recruiting White & Blue Collar candidates
- Coordinating with different agencies from different countries
- Overseen the daily workflow of department
- Handled discipline in accordance with company policy
- Performed other duties as assigned

### **Lasani Model School Ambela Buner KPK, Pakistan**

**Job position: Principal**

**Year: July 2017 – August 2019**

- Provide strategic direction in the school system
- Supervised a team of 24 teachers & developed standardized curricula
- Provide support to the team on development of curriculum and developed teaching strategies
- Maintain effective classroom management and Encourage parents involvement

### **Beaconhouse School System Swat, Pakistan**

**Job position: Academic Coordinator & Middle School Teacher**

**Year: May 2015 – July 2017**

- Taught Math's & Science from grade 6 up to grade 8
- Responsibility to Supervise of Middle section of the school
- Responsibility to ensure effective delivery of curriculum
- To maintain balance in classroom environment
- Prepare course materials such as syllabus, and assignments

## PERSONAL DETAILS

- Date of Birth : 25th Feb, 1992
- Religion : Islam
- Nationality : Pakistani
- Visa Status : Employment Visa with NOC
- Languages Known : English, Arabic, Urdu, Hindi, Pashto