



# Sehrish Arshed

## Web Developer/ HR Manager



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### ACADEMIC QUALIFICATIONS

- ✓ **Government College University Faisalabad Pakistan**  
Bachelor of IT - 2017
- ✓ **Faran Girls Higher Secondary School Pirmahal**  
Intermediate in FA(IT) - 2012



### KEY COMPETENCIES

- HR manager with two years of experience providing administrative support to staff members and interfacing with facility management.
- Web developer with one years' experience and I have an exquisite blend of experience in HTML, CSS, Bootstrap, and PHP.
- Excellent public-facing point person for clients, customers, and equipment, and service providers.
- Experience of working in a fast-paced demanding environment.
- Experience in interacting with all levels of management
- Providing advice and support in complex recruitment cases
- Flexibility to respond to a range of different work situations.
- Ability to develop and maintain effective working relationships at all levels.



### IT SKILLS

- |             |                                |
|-------------|--------------------------------|
| ✓ HTML5     | ✓ MS Word - Word Processing    |
| ✓ CSS3      | ✓ MS Excel - Spread Sheet      |
| ✓ Bootstrap | ✓ MS Powerpoint - Presentation |
| ✓ PHP       | ✓ MS Outlook – Communication   |
| ✓ MYSQL     | ✓ Web Development              |



### Training & Courses

- NFTP training in Web Development
- Microsoft Office



### WORK EXPERIENCES

**HR MANAGER/ BEACONIT'S, FAISALABAD**  
JULY 2018 - APRIL 2019

**HR COORDINATOR, RAHMAN & CO, FAISALABAD**  
JUNE 2017-MAY 2018



## JOB SUMMARY

- Consult with employers to classify needs and preferred qualifications.
- Interview applicants about their experience, education, and skills.
- Managed all accounting transactions.
- Handled the monthly, quarterly, and annual closings.
- Manage employee's attendance and processing incoming email.
- Maintaining computer system by updating and entering data.
- Proven track record of excellence.
- An engaging team-player who also acts as a motivator



## SPECIFIC ROLES & RESPONSIBILITIES

- Manages schedules organize office functions and oversee daily operations of office with employees.
- Hires, trains, and on-boards employees. Responded to employee issues and questions in a timely manner.
- Prepares and documents monthly quarterly, and annual financial statements for discussion with the company's directors.
- Reviews and audits all financial documents prior to submission.
- For a staff of 20, prepare weekly, and monthly reports. Performed accounting functions.
- Developed office operational guidelines for staff members increasing efficiency by 22%.
- Coordinated with purchasing to review and verify the record-keeping and accuracy of invoices, delivery receipts, and other relevant documents.
- Performed internal audit for the company.
- Developing HR policies.
- Prepare journal entries, cash, and inter-fund transfers.



## CHARACTER REFERENCES

**Available on request**