

# Abdul Baseer, HR And Administration Officer

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Date of birth	1 April 1995	Nationality	Pakistani
Place of birth	Pakistan	Driving license	UAE Light Vehicle License

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LINKS [LinkedIn](#)

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## PROFILE

I am a highly-skilled Office Administrator with an impressive background specializing in office administrative work and as an HR assistant. With over 4 years of experience. I Bring forth exceptional customer service skills with an ability to communicate effectively between all departments. Tech-savvy professional with the flexibility to work in both fast and slow-paced environments. Committed to offering superior administrative and clerical support, while serving as a dedicated assistant to office staff. Known for increasing productivity and relieving the workload of managerial staff. Proven efficiency with an ability to quickly learn and navigate any computer software program, or office filing system. Bringing forth a positive attitude and strong work ethic.

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## EMPLOYMENT HISTORY

Apr 2018 — Present	<b>Admin Officer &amp; HR Assistant, Cristal Plastic Industrial LLC</b>	Abu Dhabi Industrial City, UAE
	<ul style="list-style-type: none"><li>• Calculate wages and deductions.</li><li>• Compile Employees' time data.</li><li>• Maintain and update the company database.</li><li>• Maintain employee leaves such as vacations, personal or sick leaves.</li><li>• Maintain employee pay data.</li><li>• Monitor reports for discrepancies.</li><li>• Organize a filing system for important and confidential company documents.</li><li>• Prepare reports and presentations, as assigned.</li><li>• Registration of new employees in the system and maintaining all types of documents such as contract, educational, and all other legal documents and their entries in the HRMS system.</li><li>• Review payroll entries.</li></ul>	
Apr 2018 — Present	<b>Production System Incharge, Cristal Plastic Industrial LLC</b>	Abu Dhabi Industrial City, UAE
	<ul style="list-style-type: none"><li>• Check and verify the production entries done by data entry operators in both shifts A &amp; B.</li><li>• Manage/Plan the entry of production of pet sheet,</li><li>• Physically verification of all product labels and making sure all the information is correctly input in labels.</li><li>• Responsible for all the data is correctly transferred from the production system to the finished good system.</li><li>• Responsible for the creation of selling codes and other related codes in the system.</li><li>• Thermoforming (cups, lids, salad bowl, egg tray, deli boxes) in Oracle design system.</li></ul>	
Jan 2017 — Feb 2018	<b>Data Verification Associate, Micro Merger Private Limited</b>	Karachi, Pakistan
	<ul style="list-style-type: none"><li>• Preparation of persistently missing children from POLIO vaccinations data and further sending it to the concerned authorities.</li><li>• Verification of thousands of missing children from POLIO vaccinations data feeds into a portal.</li><li>• Verifications of complete data entries in system by team members.</li><li>• Work as Team Leader with a third-party private company on END POLIO IN PAKISTAN project by UNICEF.</li><li>• Worked well independently and in a team to solve problems.</li></ul>	
Sep 2016 — Dec 2016	<b>Data Entry Operator , Micro Merger Private Limited</b>	Karachi, Pakistan
	<ul style="list-style-type: none"><li>• Data entry in the MCDTB system. A system by Micro Merger for tracing of missing children from Polio vaccines.</li><li>• Organized and prioritized work to complete assignments in a timely, efficient manner.</li><li>• Responsible for making sure correct data entries are in the system.</li><li>• Sorting the large number of data using Microsoft Excel.</li><li>• Utilized fast and accurate data entry skills.</li></ul>	

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**EDUCATION**

2019 — 2022	Associate Degree in Human Resource Management, Virtual University of Pakistan	
2013 — 2016	Diploma Associate Engineer, Swedish Institute of Technology	Islamabad, Pakistan
2012	Secondary School Certificate , Islamabad Model School for Boys	Islamabad, Pakistan
2010 — 2011	Diploma of Information Technology, Joher Institute of Information Technology	Islamabad, Pakistan

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**SKILLS**

Microsoft Office	Empathetic skills
Training and development	Business Management
Computer Skills	Leadership and Management
Adaptability	Strategic thinking
Judgement and Decision Making	Ability to Multitask
Budgeting and finance	Interpersonal Communication
Highly organized and efficient	

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**REFERENCES**

**Matiullah Khan**

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**Muhammad Sohail**

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**COURSES**

Nov 2019                      **Basic Fire fighting , Jaheziya, Abu Dhabi**

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**LANGUAGES**

English	Highly proficient	Urdu	Native speaker
Pushto; Pashto	Native speaker		

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**HOBBIES**

Photography, Reading, Video Games, Technology