

 **GHULAM SAFDAR**

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 **Email Address:**

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**Present Address: Nazeem Al-Riyadh, Saudi Arabia.**

**Working Post: General Administration.**

**OBJECTIVE**

Seeking a challenging and growth oriented position, where I can utilize my professional skills and qualification for the best of my employer. I am a hard working and always loyal and sincere toward my duties. I have a Good and huge experience of 7 Year in Government, Private and Global environment. I will do my best to achieve the goals of my organization by my services.

**PERSONAL INFORMATION**

**Father’s Name Muhammad Azam**

**Date of Birth 03/04/1985**

**Iqama No 2348163920**

**Marital Status Single**

**Religion Islam**

**Nationality Pakistani**

**Passport Pakistani**

**QUALIFICATION**

* **MBA (Virtual University of Pakistan)**
* **Graduation ( Punjab University)**
* **Intermediate (**BISE **Gujranwala).**
* **Matriculation**  **(BISE Gujranwala).**
* **1 Year Certification in Computer Sciences.**
* **English Proficiency Certification from Virtual University of Pakistan.**

**EXPERIENCE**

* ***Job Title:***
* 5 Year Experience as Assistant HR Administrator at Alsaad General Contracting Co Jeddah, KSA. Have a good experience to work with world class companies like Hyundai Heavy Industries, Daelim Industries and Saudi Electric Company, BACS at Riyadh Metro Project.
* 3 Month Experience Administrator at Otex Cargo, KSA.
* 3 Months as an Administrative at Anwar-e-Madina Cont. Est. Jeddah.
* 29 Month experience as Assistant Administrator National MNCH Program Office of Principal School of Nursing DHQ Hospital MB Din Pakistan.
* 1 Year experience Administrator at Combine Engineers, Builders & Property Advisors Dinga, Pakistan.
* 1 year experience as Assistant Administrator at Ansar Burney School at Chak Fateh Shah, Pakistan.

**EXTRA SKILLS**

* Computer, Ms Office, Windows, Internet Browsing and Searching.
* Language: a good Command in English & Urdu both verbal and written Arabic good at written and speaking at work level.
* Good leadership skills.
* Good motivating skills.
* Good problem handling skills.
* Good managing skills.

**My Assignments**

* At Combine Engineers I managed all Administrative Activities.
* In Ansar Burney School I managed whole Administrative Activities.
* In Nursing School I involved in recruitments, clerical and administrative works for 29 month.
* In 2011 I was assigned Duty of In charge District Muharram Peace Control Disst. Mandi Bahauddin, Punjab, Pakistan.
* In 2012 I was assigned Duty of Incharge District Muharram Peace Control Disst. Mandi Bahauddin, Punjab, Pakistan.
* In General Elections 2013 I was assigned the Duty to Organize free and fair Elections, I organized Video Polling in Sensitive Polling Stations in District Mandi Bahauddin, Punajb, Pakistan.

**Recent Job**

Recently I am working with Alsaad General Contracting at Riyadh Metro Deep Underground as Assistant HR Administrator.

* I am representation my company as HR administrator with Hyndai Heavy Industries, resource and manpower issues, working also with information system of HHI.
* General Administration.
* Reports and statistics related Project Administration.
* Communication between project to Company Head Office.
* I am Managing and controlling employee’s salary process.
* Making assure provision of Medical Insurance.
* I am Directly Involve in Inter Office Memo and Human Resource Reports.
* I am handling all issues of Manpower Regarding their, Iqamas, passports, vacations and insurance issues.

**Note: I will provide reference, whole documents and certificates on demand.**