

**TAYYABA KANWAL**

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## PROFILE SUMMARY

Self-motivated individual with more than **6 years** of experience in HR, Accounts and Management, in Government and Private organisations, seeking a challenging and growth oriented position in a professionally managed organization, where I can utilize my experience and qualifications for the best benefit of the organization.

## PROFESSIONAL EDUCATION

**M.Phil. (Management Sciences)** **2017**  
**Preston University , Islamabad, Pakistan**  
**Specialization: HR**  
**Courses: Leadership, Research, Strategic HRM,**

**M.Com (Accounts)** **2015**  
**Quaid-e-Azam University , Islamabad, Pakistan**  
**Specialization: Accounting,**  
**Courses: Advance Financial Accounting, Cost and Management Accounting, Public sector Accounting, Human resource management, Total quality management,**

**B.Com (Commerce)**  
**2012**  
**Punjab University , Islamabad, Pakistan**  
**Specialization: Accounting,**  
**Courses: Financial Accounting, Cost Accounting, Business Taxation, Financial Audit,**

**Intermediate (Computer Science)**  
**2010**  
**Federal Board , Islamabad, Pakistan**  
**Courses: Computer Science, Statistics, Mathematics, English,**

## WORK EXPERIENCE

**ADMIN ASSISTANT - December 2019 to November 2021**  
**Cargo company (Dubai)**

**Admin Assistant- February 2021 to December 2024**  
**Technical services (Dubai)**

## SKILLS

- PEACH TREE (accounting software)
- MS Excel,
- MS Word,
- MS PowerPoint,
- SEARCHING TOOLS
- E-MAIL & INTERNET EXPLORER
- OUTLOOK USER
- WINDOW/SOFTWARE INSTALLATIONS

## EXPERTISE

- Ability to work in heavy workload and pressure environment.
- Self-motivated, strong time management skills.
- Comfortable to work as a team member.
- Fast learner & Outgoing personality.
- Ability to understand customer requirements.
- Achiever, initiative and hard worker.

**KEY RESPONSIBILITIES:**

- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers
- Provide strategies to provide enhancement to all program design and implement an efficient promotion cycle and manage all talent programs and evaluate all annual performance for human resource teams.
- Monitor and perform review for all performance and manage all promotion process and ensure efficiency of all businesses and coordinate with all stakeholders to identify appropriate talent and implement all program designs.
- Provide training to HR staff for various field offices and participate in various training sessions and design an efficient and comprehensive human resource management programs and maintain records for same.
- Assist management with all human resources and manage all internal and external resources and supervise efficient working of all management levels in compliance to all rules and regulations and recommend revision to policies and procedures if required.
- Monitor all human resource objectives and assist to re structure workforce and develop and implement all human resource processes and ensure efficiency of same.
- Develop and execute comprehensive management programs according to organization requirements and administer everyday operations of all organization and establish all program objectives according to operating guidelines.
- Manage all internal activities for organization and associate agencies and manage efficient working of all management personnel and prepare all recruitment and outreach strategies and assist to settle all discussions.
- Collaborate with labor and employee relations offices and monitor all formal and informal grievances procedures and evaluate all laws for same.
- Prepare and draft responses for all complaints and track all complaints and participate in all mediation meetings.
- Assistance in the efficient and effective management of Finance & Accounts.
- Proper maintenance of books of original entry to assist accurate and timely financial reporting for management as well as auditors.
- Answer and direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes

**PERSONAL INFORMATION**

Nationality: Pakistani

Passport Number: HQ4798711

Languages: English, Urdu, Kashmiri

- Write and distribute email, correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors

### ***CERTIFICATIONS***

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- **CIT (Certificate in Information Technology)**

P.O.F Wah cantt

- **Peach Tree (Software)**

P.O.F Wah cantt

- **Management Course**

Brentwood Open Learning College UK

- **Project Management**

Oxford Home Study College UK