



ADEEL AHMAD

HR ASSISTANT

CONTACT

+971557144681

adeelmughal2044@gmail.com

Nationality Pakistani

Date of birth 25 Feb 1992

SKILLS

- Flexible
- Public Relations
- Teamwork
- Time Management
- Employee Dealing
- Effective Communication
- Critical Thinking
- Mailing Outlook

LANGUAGES

- English
- Urdu
- Hindi
- Punjabi
- Pashto



OBJECTIVE

Detail-oriented and highly organized HR Assistant with a strong foundation in off boarding, employee relations, and administrative support. Seeking to leverage excellent communication and problem-solving skills to contribute to the efficient operation of the HR department and support the overall success of the organization.



WORK EXPERIENCE

DULSCO LLC

2023 - PRESENT

HR Assistant

- Excellent collaborator who understands the importance of teamwork whilst working in a human resources department,
- Experience in working on varied HR projects,
- Entering employees separation on software Oracle Fusion JDE , SP,
- Maintain documents records and update the trackers with advance Excel,
- Updating admin records of absconding employees who violate company rules and policies,
- Book the Air tickets and support for off boarding process,
- Updating employees resignation and termination and updated the separation trackers.

My land Property (PAK)

2018 - 2022

Office Admin

- Experienced real estate office administrator with strong organizational and multitasking skills. Proficient in managing office operations, handling client inquiries,
- Processing documents. Expertise in maintaining databases, coordinating property listings,
- Demonstrates excellent communication, attention to detail, and ability to prioritize tasks in a fast-paced environment.



EDUCATION

Intermediate

Post graduate college| Abbottabad board PAK

2009 - 2011

SSC

GHS Abbottabad | Abbottabad board PAK

2009

Ms office basic IT

COMSATS University| Abbottabad PAK

2011