



YASIR ARAFAT

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House# AA14, St# B-9, Islamabad -PAKISTA

Career Summary

HR and Admin professional with 8+ years of experience in recruitment, employee services, and office administration. Expertise in performance management, attendance systems, training, and policy development. Proven ability to streamline HR processes, manage employee data, and support organizational efficiency.

SKILLS

- ✓ Microsoft Office Suit
- ✓ Strong Communication
- ✓ Leadership
- ✓ Inter & Intrapersonal Skills
- ✓ Analytical Skills
- ✓ Decision Making
- ✓ Attention to Detail
- ✓ Supervision Skills

Qualification

- ✓ MBA HR (2018) (18 Year)
National University of Modern Languages
Islamabad
- ✓ BBA Hons in HR (2016)
National University of Modern Languages
Islamabad

MAJOR SUBJECTS

- ✓ Organization development
- ✓ Change management.
- ✓ Job analysis
- ✓ Training & Development
- ✓ Selection & Recruitment

PROFESSIONAL EXPERIENCE

Sr Admin Officer OCT-2024 - Present)

LOLC Microfinance Bank Ltd Islamabad

- Managed travel desk operations
- Coordinated accommodation arrangements
- Oversaw maintenance and facilities management
- Event Management
- Organized and coordinated meeting logistics
- Managed vendor relationships and alignment
- Provided comprehensive administrative support
- Facilitated effective communication across departments
- Maintained accurate and organized record-keeping systems

Credit/HR Administration Officer May-2022 -OCT 2024)

U Microfinance Bank Ltd Islamabad

- Provide Office Support
- HR Administrator
- Employee Services
- Attendance/Leave Management
- Employee Profile Data Entry
- Overtime Management
- Prepare Reports and documents
- Performance Appraisal/Management
- Develop and implement administrative Policies
- Reporting Abilities

HR OFFICER April 2021- Mar 2022

SUBURB TECHNOLOGIES –Islamabad

- Develop and Implement Recruitment Strategies
- Conducting Phone Interviews and placing candidates for opened positions.
- Building reports for diverse pool of candidates.
- Develop and maintain pool of candidates using different recruitment channels.
- Conducting recruitment interviews and providing the necessary inputs during the hiring process.
- Communicating and explaining the organization's HR policies to the employees.
- Training new and existing employees.

HR ADMIN OFFICER (April 2019- Mar 2021)

Inspire Education Hub – Islamabad

Job Responsibilities:

- Responsible Hiring of new staff and their training.
- Coordinating office services for implementing and updating.
- Responsible for arranging meetings and circulation of agendas.
- Responsible making new policies.
- Training and Development
- Students Coordination and Affairs
- Managing input of student attendance data.

HR ADMIN OFFICER Sep 2016- March 2019

HI-TECH POLYTECHNIC INSTITUTE-KARAK

Job Responsibilities:

- Optimizing Recruitment Process and Procedures
- Responsible Hiring of new staff and their training.
- Organizing filing system.
- Responsible for student affairs and sorting out the issues.
- Responsible for guiding new students in admission related matters.
- Handling & managing office supplies

