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Ateeq-Ur-Rehman

Objective

To be sincere with my profession and to achieve the peak of my field. Desiring to work in rapidly changing environment requiring high decision-making skills at a challenging position.

Personal Profile

Father's Name	:	Khan Muhammad
Date of Birth	:	30-12-1982
Nationality	:	Pakistani
N.I.C No	:	37405-0505692-7
Domicile	:	Punjab
Marital Status	:	Married.
Permanent Address	:	House No.CB 1905 Street No. 28 Kamalabad no 3 Rawalpindi.

Education

MBA (HRM)	2006-2008	Al-khair University AJK. (1st Div, Grade A).
BS (CS) Hons	2000-2004	Allama Iqbal Open University. (66%, Grade B).
HSSC	1998-2000	F.G.Sir Syed college Rawalpindi. (55%, Grade C).
SSC	1996-1998	F.G.Sir Syed School Rawalpindi. (68%, Grade B).

Professional skills

- MS-Windows 2005/2007, XP/NT.
- MS-Office 2005/2007, XP/NT.
- All Type of Computer Software's.

Administration Skills

- Excellent oral and written communication skills.
- Detail oriented and works with a high degree of accuracy.
- Highly organized and flexible.
- Ability to do multitask and meet challenging deadlines.
- Working knowledge of email, scheduling, spreadsheets and presentation software's.

Professional Experience

1) Worked as a **“Senior Manager Admin”** in **“Taj Residencia (Project of Centaurus Group)”** From February 2023 to February 2025.

Job Description:-

- Plan, Coordinate and manage all administrative Procedures and systems.
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy.
- Managing the recruitment and selection process.
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization.
- Maintain pay plan and benefits program.
- Assess training needs to apply and monitor training programs.
- Report to management and provide decision support through HR metrics.
- Ensure legal compliance throughout human resource management.
- Supervising the day-to-day operations of the administrative department and staff members.
- Hiring, training, and evaluating employees and taking corrective action when necessary.
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Working with the accounting and management teams to set budgets, monitor spending, and process payroll and other expenses.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Ensure operations adhere to policies and regulations
- Oversee facilities services and maintenance given to residents Including water, electricity & Gas.
- Maintain records of Daily wagers Staff including time keeping, leave records & Salaries.
- Maintain the office vehicles including Pool Vehicles & Dept. Head Vehicles.

2) Worked as **“Manager Admin”** in **“Bahria Town (Pvt.) Ltd. (DBH JVMC Project - Islamabad)”** From November 2009 to October 2022.

Job Description:-

- Maintains administrative staff by recruiting, selecting, orienting, and training employees, maintaining a safe and secure work environment, developing personal growth opportunities.
- Completes special projects by organizing, coordinating information, requirements, planning and arranging meeting schedules.

- Provides supplies by identifying needs for reception, switchboard, mailroom, and kitchen; establishing policies, procedures, and work schedules.
- Achieves financial objectives by anticipating requirements, submitting information for budget preparation, scheduling expenditures, monitoring costs and analyzing variances.
- Liaise with the purchasing department to monitor the application of purchasing policies and procedures.
- Liaise with sub-offices, provide advice, and set up support for administration functions.

3) Worked as an “**Admin Manager**” in “**Roots School System Rawalpindi**” From November 2006 to November 2009.

Job Description:-

- Procurement of all items (Including stationary, electronic, building Material).
- Prepare purchase orders & keep track of purchases and supplies.
- Monitor expenditures within authorized levels.
- Handling inquiries about orders & routine official tasks.
- Organize Conferences, events & functions.
- Correspondence with branches located in other cities.

4) Worked as an “**Assistant Advertisement Production**” in daily “**Jang Rawalpindi**” From July 2005 to April 2006.

Job Description:

- Deal with advertising agencies.
- Client's services.
- Manages the ads.
- Maintain record of advertisement (R/O).
- Correspondence with outstation Offices.

Reference

Will be furnished on demand.