

Ehtesham Tariq

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Summary

Organized Office Assistant with strong background in Human resources support and office management. Skilled in coordinating schedules, managing correspondence and maintaining records. Demonstrates excellent communication and multitasking abilities, ensuring smooth daily operations. Bring positive attitude and focus on providing top notch service to team members and clients.

Experience

OFFICE ASSISTANT HR | AL SHIFA TRUST EYE HOSPITAL RAWALPINDI OCTOBER 2023 - PRESENT

- Leave management
- Attendance management
- Provide monthly data to the payroll team for deductions
- Support team with clerical tasks for well-maintained office administration
- Maintained filing system both electronically and on paper, ensuring easy access to important documents
- Support employees onboarding process
- Employee final settlement processing
- Support the team in recruitment
- Handled confidential information, maintaining trust integrity within the office
- Maintained office supplies and reordered stock as necessary, preventing any shortages that could disrupt workflow

Education

INTERMEDIATE

ICS

BACHELOR OF COMPUTER SCIENCES | NUML RAWALPINDI

CONTINUE.....

Skills & Abilities

- | | |
|-------------------------|-----------------------|
| • Office administration | • Employee onboarding |
| • Payroll processing | • Team work |
| • Data management | • Time office |