

Qurat-ul-ain Haider

Senior Administrative & HR Professional

Dynamic Results-driven administrative & Human Resource professional with 4+ years of progressive experience in government, education and corporate environments. Proven expertise in executive support, HR operations, recruitment coordination, records management and office administration. Strong background working with senior leadership and disciplined organizations.

✉ seen_22@yahoo.com

☎ 0335_9349131

📍 Islamabad

WORK EXPERIENCE

PA & HR Administrator

Ordnance Depot Nowshera (Government , Defense Organization)

September 2016 _ May 2020

Nowshera

Achievements/Tasks

- Provided direct administrative and PA support to senior officers, managing schedules, official correspondence and confidential files.
- Coordinated end-to-end recruitment logistics including interview scheduling, candidate documentation and on-boarding processes.
- Developed and maintained accurate physical and digital employee records in compliance with organizational policies.
- Facilitated meetings, prepared official notes and ensured timely follow-up on action points.
- Streamlined office workflows and administrative procedures, improving team efficiency and communication. Acted as a trusted focal point for interdepartmental coordination and sensitive information handling.

Administrative Coordinator

Higher Education Teaching Training Academy

June 2014 - July 2014

Hayatabad, Peshawar

Achievements/Tasks

- Provided clerical and administrative support to training staff and management.
- Managed official correspondence, filling systems and record maintenance.
- Assisted in scheduling training sessions and preparing documentation.

Sales & Administrative Officer

Honda North

December 2007 - May 2009

University Town , Peshawar

Achievements/Tasks

- Managed customer documentation, invoicing and warranty-related records.
- Coordinated between sales, finance and service departments for smooth operations.
- Maintained accurate administrative and financial records.

Assistant Teacher

Roots School System

February 2007 - June 2007

Cantt, Peshawar

Achievements/Tasks

- Assisted lead teachers with classroom management and lesson execution.
- Supported student learning activities and maintained organized classroom environment.
- Helped implement individualized learning support where required.

SKILLS

Executive & PA Support

Human Resource Administration

Recruitment & On-boarding Coordination

Confidential records Management

Office Operations & Process Improvement

Meeting & Calendar Management

MS Office (Word, excel, Power-point)

EDUCATION

Master of Business Administration

Specialization in HRM

Virtual University of Pakistan

Nowshera

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

INTERESTS

Executive and administrative support function

Human resource administration & coordination

Recruitment process and employee record

Working in disciplined and structured

Improving office systems and documentation

Workflow efficiency