



BASIT REHMAN

Human Resource And Admin
Officer

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LinkedIn: Basit Rehman

House 1084 Lane 5 Range
Road Rawalpindi

EDUCATION

Bachelor of Arts

University Of Sargodha

2015- 2018

Intermediate

BISE RWP

2012-2014

Matriculation

BISE RWP

2010-2012

EXPERTISE

MS Office

POWER POINT

Copywriting

SEO

LANGUAGE

English

Urdu

Experience

● Administrative Officer

Dec-2025 To Present

SZABIST University (Islamabad Campus)

- Ensuring the administrative office runs smoothly. This includes handling inquiries, managing office supplies, coordinating office schedules, and overseeing general operations.
- Organizing and coordinating the administrative staff for efficient work distribution and operational support.
- Ensuring that university facilities such as classrooms, labs, and meeting rooms are properly maintained and available for use.
- Organizing academic and professional events such as workshops, seminars, or conferences for students, faculty, and external stakeholders.
- Supporting or organizing student cultural events, sports, and social activities to foster a well-rounded campus environment

Oct-2023- November 2025

MMCommunications SMC (PVT) LTD

Human Resources Manager

- Develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Oversee and manage a performance appraisal system that drives high performance
- 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

Aug-2022-May-2023

Emirates National Bank of Dubai- ENBD

Admin And Customer Service Excellence

- dealing with customers face to face at a reception desk, or by phone, live chat or email from a contact centre
- answering enquiries or complaints about services such as public transport, tourist attractions, accommodation or finance
- taking bookings or payment by credit card or cash for events, travel, goods or services
- describing products in detail – for example, financial packages, household appliances or gas and electric supply
- finding relevant information on the computer
- arranging to post out information or goods to customers
- passing enquiries on to a specialist who can take things further
- keeping accurate records of all enquiries

G4S(Group 4 Securicor) UAE LLC

Human Resource and Admin Assistant

2014 – 2020

- Maintain employee records (soft and hard copies)
- Update HR databases (e.g. new hires, separations, vacation and sick leaves)
- Prepare paperwork for HR policies and procedures
- Process employees' requests and provide relevant information
- Coordinate HR projects, meetings and training seminars
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes
- Manage the department's telephone center and address queries accordingly
- Prepare reports and presentations for internal communications
- Provide orientations for new employees by sharing on-boarding packages and explaining company policies

Certification

- Certified Human Resource Professional (CHRP) PIPD (Pakistan Institute of Professional Development)
- (CHRP) Certified Human Resource of Professional Oxford Home of study Center Certified Advance Recruiter Naukri gulf.com
- LinkedIn E learning Program certified Recruiter in (SHRM) Social Human Resource Management and (PHR) Professional Human Resource
- Computer Hardware and Software Diploma from Amir Computers
- NEBOSH from ACE institute of Development (IGC 1 AND 3) Cleared
- Quantity Serviouir Diploma From (AGT) Technologies

Reference

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