



ADMIN & HR ASSISTANT

SAREER KHAN

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📍 Location: Doha, Qatar

🌐 Nationality: Pakistan

🇧🇩 Visa Status: Resident

🗣 Languages: English

PROFESSIONAL SUMMARY

Organized and detail-oriented **Admin & HR Assistant with 5 years of experience** supporting daily office operations and HR functions. Strong knowledge of employee records management, recruitment coordination, payroll assistance, and office administration. Reliable, professional, and available to join immediately.

CORE SKILLS

- Office Administration
- HR Operations & Support
- Employee Records Management
- Recruitment Coordination
- Attendance & Leave Management
- Payroll Support
- Document Control & Filing
- MS Office (Word, Excel, Outlook)
- Communication & Coordination
- Time Management & Confidentiality

PROFESSIONAL EXPERIENCE

Administrative Assistant

Fresh Meat Factory New Industrial Area Doha, Qatar 2025-2026

- Managed daily office operations and clerical tasks
- Prepared letters, reports, and official documents
- Maintained filing systems (physical and digital)
- Assisted management with scheduling and meetings
- Coordinated with vendors and service providers

Production Supervisor

Sun Life Solar System Lahore 2023-2024

- Monitor production schedules and workflow efficiency
- Lead, train, and motivate production staff and workers
- Ensure compliance with health, safety, and quality standards

Admin & HR Assistant

Neelab Enterprises Overseas Islamabad 2022-2023

- Assisted HR department in recruitment, onboarding, and employee documentation
- Maintained employee files, contracts, and confidential records
- Managed attendance, leave applications, and staff schedules
- Supported payroll preparation and HR reports
- Coordinated with departments for administrative requirements
- Handled office correspondence, emails, and phone calls
- Ensured compliance with company policies and procedure

EDUCATION

Bachelor of Science in Economics 2023

Professional Certification

- Introduction to Management by Saylor.org.com
- Outlook 101- Microsoft
- Soft Skills by ICMPD
- Soft Skills PowerPoint Pro by SEEK
- Leadership Communication Skills EXPLARNING SEEK