

# BABARALI

Mobile (India): +919557197741

Email: [babarafsariimt@yahoo.com](mailto:babarafsariimt@yahoo.com)

Respected Hiring Manager;

I am writing to express my interest in the position of Administrator / HR Admin Assistant vacant in your company. Your posting caught my attention as I have a Master's Degree in Business Administration in HR & Marketing (MBA) from I.I.M.T. Management College as well as Bachelor's Degree in Commerce from Jauhar University, UP, India and have been working in the same industry for the past 5 years. Given that I meet all the requirements for the job of mid-level Administrator. I believe I am a suitable candidate for the listed position. I am attaching my resume with my application for your perusal.

I joined last company Al Jazira Cleaning Company (QATAR), HR Executive Officer which includes my position to work and handle other positions as well which is Recruiting, Staffing & Administration. I am now looking to take up roles in Administrator / Procurement / Document controller / Store Keeper / Material Controller in companies. In addition, I am open to assignments across India/Overseas.

In my last present capacity as HR Executive Officer, my key responsibilities are:

- ❖ Provide full admin support to the team and department.
- ❖ Maintain a proper and user-friendly filing and document control system for recording and tracking of all documents.
- ❖ Support the officers in daily admin roles and to keep stock of stationary supplies for the department.
- ❖ Support the development and implementation of HR initiatives and systems.
- ❖ Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process

From Above responsibilities I have experience as follows;

- ❖ Setting appointments and arranging meetings.
- ❖ Including verifying, classifying, computing, posting and recording accounts receivables' and payables' data.
- ❖ Maintain employee records (attendance, EEO data etc.) according to policy and legal requirements.
- ❖ Update recruitment data in databases to ensure that information will be accurate and immediately available when needed.
- ❖ Prepare and submit weekly/monthly reports.

I am keen to join your organization due to its leading position in the industry, great organizational culture, spirit of innovation, professionalism that characterizes your firm and its employees. You can go through my resume, attached below, for a comprehensive review of my work experience, job duties, and achievements.

Sincerely;

**Babar Ali**

**Enclosure:**

- ❖ **Resume**
- ❖ **Experience Certificate**
- ❖ **Education Certificate**
- ❖ **Passport Details**



## Babar Ali

### HR Officer / Admin Assistant/ HR Recruitment officer



[babarafsariimt@yahoo.com](mailto:babarafsariimt@yahoo.com)



**MBA (HR & Marketing)**  
from IIMT Management  
College, Meerut, India in 2017  
**B.com (Honors)** from  
Mohammad Ali Jauhar  
University, UP, India in 2015

### Core Competencies

- Planning and Strategy
- Recruiting Concepts
- Positioning
- People Management
- Territory Management
- HR Planning
- Competitive Analysis
- Understanding the Candidates
- Development
- Client Relationships
- Creative Services
- Communicator
- Negotiator

### Profile Summary

- ❖ Strategic Professional with **5 years** of experience in HR Admin Officer, Recruiting & Staffing, General Administration and Administrative Management
- ❖ Expertise in developing, recommending & implementing Recruiting strategies.
- ❖ managing goal setting, leadership development, career management
- ❖ Update and maintain office policies and procedures.
- ❖ Meets Admin and Hiring objectives by forecasting requirements.
- ❖ Preparing Database of Employees.
- ❖ Scheduling expenditures; analyzing variances; initiating corrective actions.
- ❖ Develop training and development programs
- ❖ Accomplished Evaluating the effectiveness of training programs
- ❖ Provides information by collecting, analyzing, and summarizing data and trends. excellent research and financial analysis.
- ❖ Protects organization's value by keeping information confidential.
- ❖ Review employment and working conditions to ensure legal compliance
- ❖ Support the development and implementation of HR initiatives and systems
- ❖ Designee HR Polices.
- ❖ Be actively involved in recruitment by preparing job descriptions, posting ads and managing the hiring process.

### Organizational Experience

#### AL Jazira Group Company Doha, QATAR

**Position: HR Executive Officer 8/2021- 8/2022**

#### Key Result Areas:

- ❖ Understanding of labor laws and disciplinary procedure.
- ❖ Direct all hiring and training procedures for new employee.
- ❖ Administer or change benefits, health plans, retirement plans, etc.
- ❖ Monitor employee progress and stay abreast on company climate and culture, ensuring it stays positive and productive.
- ❖ Answers questions from clients.
- ❖ Makes admin knowledge readily available to self and other people through various resources.
- ❖ Handle sensitive information in a confidential manner.
- ❖ Prepare and distribute correspondence memos, letters, faxes and forms.
- ❖ Carry out administrative duties such as filing, typing, copying, binding, scanning etc. Organize travel arrangements for senior managers.
- ❖ Book conference calls, rooms, taxis, couriers, hotels etc.
- ❖ Training & Development of New Employees.
- ❖ Design HR Policies.
- ❖ Maintain Work Environment.

**Abdullah, H, Al Mutawa Holding (Saudi Aramco-CONT) (KSA)**

**Position : HR Admin Assistant ( 3/2019-07/2020)**

**Falcon Life Style Pvt Ltd, Noida. India.**

**Position: Hr Executive Officer (04/2016-07/2018)**

**Key Result Areas:**



- ❖ Design HR Policies.
- ❖ Maintain Work Environment.
- ❖ Administer or Change benefits, health plans, retirement plans etc.
- ❖ Organize and schedule appointments.
- ❖ Write and distribute email, correspondence memos, letters, faxes and forms.
- ❖ Update and maintain office policies and procedures.
- ❖ Act as the point of contact for internal and external clients.
- ❖ Develop and maintain a filing system.
- ❖ Order office supplies and research new deals and suppliers.
- ❖ Support the development and implementation of HR initiatives and systems.
- ❖ Support the management of disciplinary and grievance issues.
- ❖ Review employment and working conditions to ensure legal compliance.

**IT Skills**  
**Material**

MS Office (Word, Excel, PowerPoint) and ERP Module of  
Management & HR

**Personal Details**

**Date of Birth** : February 15, 1996  
**Languages Known** : English, Hindi  
**Home Address** : Vill + post Khajuria distt Meerut city 250406 (UP) INDIA  
**Passport Details** : R1445344  
**Nationality** : Indian  
**Marital Status** : Single  
**Driving License** : UP 15 20180002602  
**Age** : 26

**Soft Skills**



I hereby declare that the above written particulars are true to the best of my knowledge.

(Babar Ali)

Date: 15<sup>th</sup> August 2022


**To whomsoever It May Concern**

This letter is to certify that **BABAR ALI** has worked in our organization as **HR Executive Officer**. He had started working here on dated **5<sup>th</sup> August 2021** and worked till dated **10<sup>th</sup> August 2022**. He had served the company for about one year.

Until the day he joined, he had been quite responsible. To date, he has accumulated a diverse set of talents and job experiences. His mind-blowing abilities include: Team Work, Managerial Skills and Analytical Skills. Aside from his love and dedication, he had always been a decent and kind man who kept good relationships with everyone. We are really fortunate to have such a giving individual among us.

We wish him all the luck for his future endeavors.

Sincerely,

  
HR Manager

Mr. Ismail Mehboob

Ismail@aljaziracleaning.com



## Experience Certificate

التاريخ : ٢٨ / ١٢ / ١٤٤١ هـ

HRM-LT-ECT-01-0



# FALCON LIFE STYLE PVT.LTD

C 122 Sector 10 Noida UP ( India) , Email: falconlifestyle57@gmail.com .Mobile :+919634600861

Date: 25/07/2018

## EXPERIENCE – CERTIFICATE

### TO WHOM SO EVER IT MAY CONCERN

It is to certify that **Mr. Babar Ali S/o Mr. Afsar Ali** was working as employee with us **Falcon Life Style Pvt .Ltd.** As **HR Recruiter Officer** from period 4th **April, 2016** to 7<sup>th</sup> **July 2018** as per the firm's employment record.

During his employment **Mr. Babar Ali** has perused knowledge & experience in field of HR / Admin Assistant, etc. from our organization.

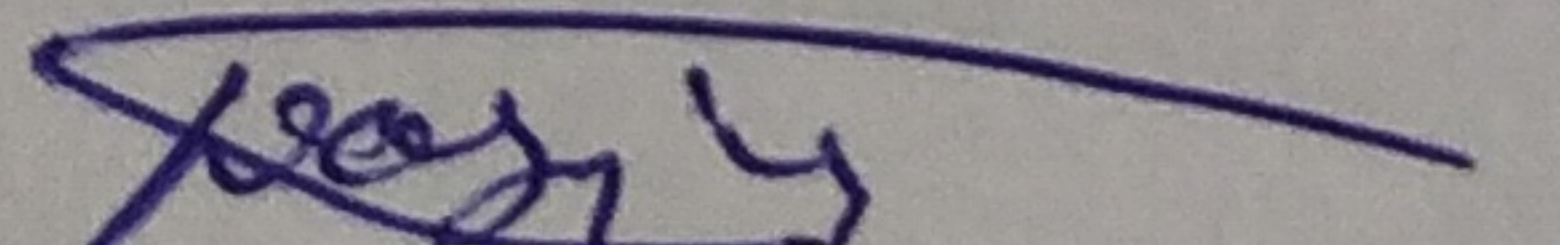
Overall **Mr. Babar Ali** performed his duties and responsibilities cheerfully with attention to detail at all times. With his enthusiasm to work, learn and progress, I am certain that he would make a great employee to any enterprise.

We wish him all the best in his future endeavor.

With Regards

FALCON LIFESTYLE PVT. LTD.

(Head Manager)

  
Director/ Authorised Signatory



उपाधि क्रमांक / Degree Serial No.

MBA/2017/48553

नामांकन संख्या / Enrollment No.

150727019495

अनुक्रमांक संख्या / Roll No.

1507270013



(पूर्ववर्ती उत्तर प्रदेश प्राविधिक विश्वविद्यालय, लखनऊ)

विश्वविद्यालय की विद्या परिषद की अनुशंसा पर

**बाबर अली**

को मास्टर ऑफ बिजनेस एडमिनिस्ट्रेशन उपाधि  
प्रथम श्रेणी में

उनके द्वारा इस उपाधि की अवाप्ति हेतु  
विश्वविद्यालय द्वारा विहित अपेक्षाओं को सफलतापूर्वक पूरा करने पर  
एतद्वारा सन् 2017 में प्रदान की जाती है।

**Dr. A. P. J. Abdul Kalam Technical University, Uttar Pradesh**

(Formerly Uttar Pradesh Technical University, Lucknow)

*Upon the recommendation of the Academic Council,*

*the University hereby confers the degree of*

**Master of Business Administration**

*upon*

**BABAR ALI**

*who has successfully completed the requirements prescribed by the University*

*for the award of this degree in*

**First Division**

*in the year 2017*

लखनऊ, (उ.प्र.), भारत

Lucknow, (U.P.), India

दिनांक/Dated: 12/12/2017



*Vinay Kumar Pathak*

(विनाय कुमार पाठक)

कुलपति

(Vinay Kumar Pathak)

Vice-Chancellor





# *Mohammad Ali Fauhar University*

Serial No 0109

Roll No. 1203000008

## **Bachelor of Commerce Hons.**

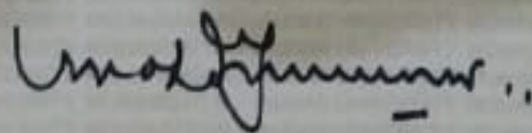
This is to certify that .....Babar Ali.....

Enrollment No. J1203000008 has been awarded the degree of

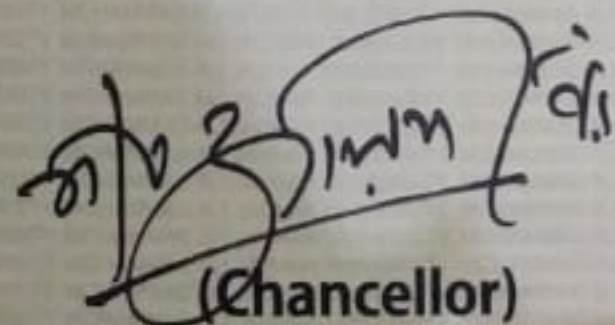
Bachelor of Commerce Hons. on the basis of the Examination held in

May 2015.. He/She was placed in the ...First.... Division.





(Vice Chancellor)



(Chancellor)



