

Professional Summary

Dynamic and results-driven professional with over 10 years of experience in administrative coordination, HR, and recruitment. Proven expertise in managing office operations, staff recruitment, and HR functions. Skilled in human resource management, and IT support and basic digital marketing. Adept at multitasking, problem-solving, and maintaining compliance with organizational standards.

Work Experience

Administrative Coordinator (Remote)

Emmanuel Education Jobs Group, Jalandhar, Punjab, India

July 2021 – Present

- Collaborate with internal and external clients to oversee daily operations and ensure task completion.
- Ensure compliance with organizational policies and prepare detailed reports.
- Provide administrative support, including filing, copying, indexing, and email correspondence.
- Coordinate with vendors for project billing and offer general administrative assistance.
- Manage office meetings, follow up with key staff, and multitask to meet deadlines.

Recruitment Officer

Adecco Secure Solutions Services Private Limited, Delhi, India

Sep 2019 – Mar 2020

- Recruited professional staff for banks and multinational corporations (MNCs) across various levels.
- Organized meetings, prepared minutes, and managed mailouts, reports, and emails.
- Maintained manual and computer-based office information systems (Access, Excel, and database software).
- Regularly communicated with branch managers to provide updates and seek guidance.

HR Executive

Emmanuel Education Jobs Group, Jalandhar, Punjab, India

Apr 2016 – Aug 2019

- Recruited graduates from universities and educational institutions.
- Advertised job openings, screened resumes, and shortlisted candidates.

- Installed and maintained computer hardware, software, and network systems.
- Assisted in staff recruitment, training, and onboarding processes.

Administrative Officer

Mohammad Ahsan Contractor, Garhshankar, Hoshiarpur, Punjab, India

June 2013 – June 2015

- Oversaw daily administrative tasks and collaborated with corporate HR for business and finance-related activities.
- Assisted in recruitment, onboarding, and training of new employees.

Store In-Charge

Costcutter, Birmingham, West Midlands, United Kingdom

Mar 2010 – Nov 2011

- Managed EPOS software and cash counter operations.
- Installed and maintained computer hardware, software, and network systems.
- Handled cash, managed stock, and maintained excellent customer relations.

Education

- **Bachelor of Science in Information Technology** Sep 2007
I.K. Gujral Punjab Technical University, Kapurthala-Jalandhar Road, Punjab, India

Professional Training and Certifications

- **The Fundamentals of Digital Marketing Certificate** Oct 2022
Google Digital Garage (Google EMEA and IAB Europe)
- **Human Resource Management Professional Diploma** Jan 2021
Europe Open University, Berlin, Germany

Technical Skills

- **Software:** Microsoft Office Suite (Word, Excel), EPOS Software
- **IT Skills:** Hardware and Software Installation, Network Troubleshooting
- **Digital Marketing:** (Basic) Social Media Marketing, Google Analytics

Language Skills