



★ Skills

- Microsoft Office
- Microsoft Excel
- Microsoft Word
- Social Media
- Internet user
- Organizational and planning skills
- Google Docs

🗣️ Language Skills

- **Punjabi:** Mother tongue
- **English**
 - Listening: C2
 - Reading: C1
 - Spoken production: B2
 - Spoken interaction: B1
- **HINDI**
 - Listening: C1
 - Reading: C2
 - Spoken production: C2
 - Spoken interaction: C2
- **BANGLADESHI**
 - Listening: B2
 - Reading: C1
 - Spoken production: C2
 - Spoken interaction: B2
- **Arabic**
 - Listening: A2
 - Reading: C2
 - Spoken production: A1
 - Spoken interaction: A1

🎓 Education & Training

FSC

15/07/2020 – 10/02/2023

PUNJAB GROUP OF COLLEGES | ISLAMABAD, Pakistan

Website: www.alfanargroupuae.com

🏢 Work experience

HR DATA ANALYST

27/06/2023 – 20/10/2025

QUWQT AL ENAYAH BLDG CLEANING | SARJAH, United Arab Emirates

- maintenance of computers
- relations with suppliers
- coaching a junior Ice Hockey team (10 hours/week)

HR DATA STEWARD

26/10/2025 – 10/11/2026

TAREEQ AL HAREER TECH CONT LLC | SARJAH, United Arab Emirates

Managed and maintained employee records with a high level of accuracy and confidentiality.

Ensured data quality, consistency, and compliance with company policies and labour regulations.

Updated HR databases, personnel files, and employee documentation.

Conducted regular audits and verification of HR data to maintain data integrity.

+ DRIVING LICENSE

EMIRATES LICENSE HOLDER

🏆 Certifications

EMPLOYEE OF THE YEAR

QUWQT AL ENAYAH BLDG CLEANING

Top Performer Award

TAREEQ AL HAREER TECH CONT LLC

+ RELIGION

Christianity