



Pakistan

Mr. Toqeer Nayyer Tabasum

PERSONAL DETAILS

Reference No.	CV-IT-936248-25
Country of Residence	Pakistan
Surname	Nayyer Tabasum
Given Name	Toqeer
Date of Birth	Tuesday, 19 Feb 1991
Gender	Male
Marital Status	Single
Religion	Christian

PASSPORT DETAILS

Passport Number	
Nationality	Pakistan
Date Of Issue	Tuesday, 18 Jul 2023
Date Of Expiry	Saturday, 16 Jul 2033
Place Of Issue	RAWALPINDI

PHYSICAL INFORMATION

Height 5feet,8inches

Weight 62 kilograms

No, I Don't have any physical disability or serious illness.

No, I Don't have any scars, marks or tattoos.

EDUCATION INFORMATION

Highest Level of Education Higher Secondary

School/College/University Name St Marys College Lalazar Rawalpindi

Passing Year 2012

PROFESSIONAL QUALIFICATIONS

Institute Name Community Based Technical

Course Title Certificate Of Training

Passing Year 2009

LANGUAGES INFORMATION

Languages	Speaking	Writeing	Understanding
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English	Excellent	Well	Well
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Urdu	Excellent	Excellent	Excellent
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Punjabi	Excellent	Excellent	Excellent
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EMPLOYMENT HISTORY

Year Of Exprience 6 Years

Background	<p>I am a diligent and professional person, with a strong commitment to doing my work with integrity, dedication, and passion. My professional career started with the call center sector, where I learned a lot from it. But since I believed that there is a need for further growth and development, I made a deliberate choice to change my career path and pursue a career in Human Resources (HR). I have developed my HR operations skills over the years to proficiency in several areas like managing payroll, calculating salaries, and calculating taxes using manual Excel-based systems. These are the areas I have mastered that have helped me deliver efficient HR operation management. Presently, I work as an Assistant Manager in HR Operations, where I am responsible for managing multiple HR functions. Apart from this position, I am also employed as an HR Business Partner (HRBP) at an HR consultancy firm, through which I get further opportunities to enhance my professional expertise and support the formulation of effective HR strategies. At this stage of my professional life, I look forward to expanding even more within the global market. Therefore, I am resolute in further expanding my skills, exploring my horizons, and adding value to a global work environment.</p>
Latest Company	PinchFoth HR Consultants
Telephone No	+923348416949
Address	Plot 10, Flag Lane, Naval Anchorage, Islamabad
Date Of Join	2024-06-10
Last date at Job	

EXPERIENCE CERTIFICATIONS

Certifications

Telesales Executive - MIC Global

Project Supervisor - Islamabad Recruitment Company

Human Resource Officer - SeedCred

Assistant Manager Human Resources and Administrations - SMR
Consultant

NOTE:-

We are Workers in Armenia / Galaxy Seven Armenia, a recruitment and employment support organization assisting employers and foreign workers in the Republic of Armenia. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate; therefore, we assure you that the applicant will be well-mannered, sober, and gentle. After confirming hiring eligibility, our company will assist the applicant in preparing the required documents for the work authorization process and, where applicable, for obtaining a legal work residence permit in Armenia. After completion of formalities, our company will support the applicant by providing basic but very important HSE and first-aid training. Workers in Armenia / Galaxy Seven Armenia will also provide proper knowledge to the applicant about work ethics/behavior and the applicable laws and regulations of the Republic of Armenia. Our office representative will be accessible at all times through our Armenia office with 24/7 online support to respond to the employer (Company) and assist throughout the entire process. Our entire service follows ethical recruitment practices. We do not charge any money/fees from the applicant for VISA or JOB in Armenia.