



NADIA WALAYAT

Profile Summary

To be a member of a professional organization where growth prospects are unlimited and individual is recognized by its performance, looking ahead to work in a professional environment and striving for excellence.

Experience

Sep 2024 – Till Date

Derby Sales Management – DUBAI

Sales Officer

- RAK Bank credit cards sales
- Be knowledgeable about the product.
- Identify prospective customers, lead generation and conversion.
- Contact new and existing customers to discuss needs.
- Emphasize the features of products to highlight how they solve customer problems.
- Answer questions about the products.

Mar 2020 - Dec 2023

PURE HEALTH COMPANY, COVID-19 SCREENING LABS – DUBAI

Administration officer/Data Entry Officer

- Maintain regulatory requirements, including ISO 15189
- Prepare lab specimens for analysis and testing.
- Assist in keeping the laboratory organized by performing a variety of clerical, technical, and administrative tasks.
- Specimen reporting for covid - 19 tests.
- Enter specimen data in computer system (Trak Care).
- Generating and maintaining databases; preparing reports.
- Check the specimens for contamination before preparing them for testing.
- Sort and catalog each specimen accurately to ensure nothing is misplaced or mislabeled.

May 2013 - Mar 2019

National Hospital DHA Lahore, Pakistan

Human Resources Executive

- Developed and implemented HR strategies and initiatives aligned with the overall business strategy.
- Bridged management and employee relations by addressing demands, grievances, or other issues.
- Managed the recruitment and selection process, resulting in a 20% increase in hiring efficiency.
- Support current and future business needs through development, engagement, motivation, and preservation of human capital.
- Developed and monitored overall HR strategies, systems, tactics, and procedures across the organization.
- Nurtured a positive working environment and culture, improving employee satisfaction scores by 15%.
- Oversaw and managed a performance appraisal system that drove high performance.
- Maintained pay plan and benefits program, ensuring competitiveness in the market.
- Ensured legal compliance throughout human resource management.
- Managed HR budget, ensuring effective allocation of resources.
- Provided decision support through HR metrics and data analysis.

Contact

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Email

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Address

Dubai, UAE

Education

Master's Degree in History (M.A)

Punjab University, Lahore, Pakistan

Bachelor of Education (B.ED)

Education University Lahore, Lahore, Pakistan

Bachelor of Arts

University of Punjab, Lahore, Pakistan

Expertise

- Possess over ten years of extensive experience.
- Goal oriented and ability to handle multiple tasks.
- Ability to gather and analyze statistical data and generate reports.
- Skilled at proof -reading reports and documents.

Language

English

Hindi

Urdu

Punjabi

Arabic

Technical Skills

- Operating systems: **Windows 9x/2000/XP/Vista/7/8/10**
- Software packages: **MS Office suite (Word, Excel, PowerPoint, Outlook)**

Personal skills

- **Leadership quality**
- **Compassion and Passionate**
- **Flexibility, adaptability and emotional stability**
- **Proactive, ethical and responsible nature**
- **Honest and Effective team player**
- **Strong work ethic**

Personal profile

Name: **Nadia Walayat**

D.O.B: **14-04-1983**

Religion: **Muslim**

Marital Status: **Single**

Nationality: **Pakistani**

EID: **784-1983-0279279-5**

Oct 2012 – Mar 2013

ALI TRADE CENTRE, Lahore, Pakistan

Public Relation Officer

- Assist the Manager in all areas of administration.
- Reorganized the filing system to enable quick retrieval of bills and other documents.
- Liaise with clients to convince and confirm the deals.
- Assist customers with their concerns and demands.

Dec 2010 – Sep 2012

WARID TELECOM, Lahore, Pakistan

Office Administrator / Document Controller

- Provide full range of administrative and secretarial support to Managers.
- Prepare documents (letters, memos, forms, procedures) in prescribed formats, as and when requested by the various departments.
- Read and sort incoming memos, submissions, and reports to determine their priority and plan their distribution.
- Based on established work processes, review, log, copy, distribute and file all outgoing and incoming communications and other documents.
- Establish and maintain electronic records management system for all incoming and outgoing correspondence.
- Coordinate with the HR Department to maintain updated employee details and documents.
- Perform clerical duties, such as typing, photocopying, faxing and mailing.
- Perform general accounting duties.

Apr 2010 – Nov 2010

ZONG FRANCHISE, Lahore, Pakistan

Administrative Support

- Establish, maintain and update files, databases, and other business documents.
- Assisted customers' queries and helping them in choosing the best products.
- Consulted with customers related to administrative/business management activities.
- Helped in administrative procedures to streamline functions, eliminate redundancy, and expedite workflow.
- Assisted customer by quickly resolving customer service requests and ensure prompt delivery of quality support and satisfaction.
- Provided a full range of online sales support in addition to counter sales.

I hereby declare that the above-furnished details are true and my best knowledge.

References can be provided upon request.