



Arooj Javed

BUSINESS ADMINISTRATOR

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Languages

English

About

BRANDS WORKED WITH

Giant Group (UK)

JinnByte

Experience

● Screening Administrator

Giant Group (UK) | Sep 2022 - Aug 2023

Country: Pakistan

- Supporting Screening Advisors in processing the screening & on-boarding of new joiners and existing staff.
- Maintained and improved KPIs (Key Performance Indicators) and SLAs (Service Level Agreements) to optimize operational efficiency.
- Conducted Oversea international criminal background checks to ensure compliance with global regulations.
- Verified and validated identification documents for candidates through meticulous ID checks managing UK legal right to work verifications in adherence with immigration protocols.
- Thoroughly verified P45/P60 documents for temporary workers to maintain accurate payroll records.
- Carried out social media checks, DVLA checks and DBS check to assess candidates' criminal records and ensure compliance with industry standards.



● Business Development Internee

JinnByte | Aug 2021 - Nov 2021

Education & Training

2018 - 2022

● University of Hertfordshire

Bachelor of Accounting,

2016 - 2018

● National University of Computer and Emerging Sciences (FAST-NUCES)

A Levels(GCSE),

2013 - 2016

● LAHORE GRAMMER School

O Levels(GCSE),