Kashif.150802@2freemail.com

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| KASHIF *Organizational Management, Multitasking skills, Relationship Management, Oral & Written Communication, Planning & Scheduling, Office Management, Business Law, Problem Resolution*  |  | WORK EXPERIENCE▶ 9 Years and 8 Months MANAGER CORPORATE & FOUNDATION PROJECTS**Chughtai Lahore Lab – Pakistan** **Aug 2015 – July 2017**Assisted in developing and implementing plans and goals for the department. Worked with the Operations Director and Chief Executive Officer to coordinate and supervise daily operations. Ensured compliance with regulations and internal policies. Monitored attainment of objectives. Undertook staffing responsibilities (hiring, training, evaluating etc.). Assisted in budgeting and monitoring expenses. Maintained scheduling of events and represented the company when needed. Created reports and submitted them to the director or other executives. Fulfilled duties as assigned by the CEO and Director Operations. ASSISTANT DIRECTOR **Unique Group of Companies – Pakistan** **Feb 2014 – July 2015**Provided administrative oversight to the Management and administrative services, exercised direct and indirect supervision over professional and technical support personnel as assigned. Developed and monitored the Department of Administration budget. Created and executed a strategic plan and performance management program for the Department of Administration. Managed, coordinated, and conducted a variety of special projects and studies. Provided responsible and complex staff support to the country Executive’s office and country board. Performed related work as needed and assigned by the Director. SENIOR EXECUTIVE **Wateen Telecom Limited – Pakistan** **Aug 2013 – Feb 2014**Supported Senior Managers and executives with daily clerical tasks. Planned meetings and took detailed minutes. Answered phone calls, provided information to caller or connected callers to appropriate people. Made travel arrangements and reservations for senior managers. Greeted and provided general support to visitors. EXECUTIVE ASSISTANT **First Kuwaiti General Trading Contracting Co (FKTC) – Kuwait** **Dec 2009 – July 2013**Acted as the point of contact between the executives and company employees/ clients and managed information flow. Managed executive diaries and arranged their daily schedule. Monitored the performance of other clerical and administrative staff. Acted as an office manager by keeping up with office supply inventory. SECRETARY **Kuwait Airways Corporation – Kuwait** **Nov 2007 – Dec 2009**Answered calls, took messages and handled correspondence. I was responsible for Typing, preparing and collecting reports. Organized and served meetings. Managed databases and prioritized workloads. Managed reception, meeting and greeting Fleet Captains and other deck crews.EDUCATION▶MASTER OF BUSINESS ADMINISTRATIONAmerican Intercontinental University (Houston, USA)Nov 2009SKILLS▶SOFTWAREOffice (Word, Excel, Power Point), Oracle, ERP, Nexus. MANAGEMENTOperations Strategy, Office Management, Estimation and Execution, Formulate Policies and Plan, Team Training and Mentoring, Strategic Orientation, Strategic Corporate Development, Recruitment Process Outsourcing, Personal Efficiency, Business Culture Awareness, Communication, Organizational Ability, Written Expression, Time Management, Technical Oversight, Problem Solving, Planning. PERSONAL DETAIL▶VISA STATUS Visit Visa valid till Oct 25th, 2017 |