**Zeeshan**

[*zeessan.23494@2freemail.com*](mailto:zeessan.23494@2freemail.com)

***Versatile Administrative Professional***

***UAE Valid Driving License***

**Summary:**

Having proficiency in human resource operations, multi-tasking administrative skills with expertise in MS Office Applications, looking forward to render services for a varied business position where I can vibrantly utilize my best aptitudes.

**Key Skills and Competencies:**

* Strong administrative and back office support skills.
* Well aware with professional environmental standards and inter-office documentation.
* MS Office – Advance formatting, charts, formulae and basic VBA functions.
* Working knowledge of Accounting packages, i.e. Peachtree & Tally.
* Work experience of quantitative and qualitative research.
* Knowledge of statistical software like SPSS, EViews, NVivo.
* Preparation of Cisco Certified Network Associate (CCNA) November, 2015.
* Server based systems, i.e. Windows 2003 Server, Domain Name System (DNS) Server, Internet Security & Acceleration (ISA) Server, Mail Server (MDaemon), Data Server, Internet Information Service (IIS), etc.
* Commercial graphic designing on CorelDRAW, Adobe Photoshop, Adobe Illustrator, Adobe Flash, etc.
* Basic Web Designing knowledge.
* Familiar with basic CAD Drafting using AutoCAD.
* Multilingual skills – English and Urdu.

**Education Credentials:**

**Degree titles Specialization Year Affiliation/Institute**

Bachelors (Commerce) (2008-09) University of Karachi

Higher Secondary (Commerce) (2006-07) Board of Intermediate Education, Khi.

**Professional Experience:**

* **Designation: Admin / Operations Executive**

Organization: Green Horizon Building Cleaning LLC, Dubai

Duration: April 2016 to April 2018

Job Description: • **First contact point** at operations department for management, sales team and clients.

* **Planning** operational staff for daily projects, confirmation with the clients for site arrangement prior to the schedule.
* **Developed** and implement the office administrative policies and procedures.
* **Analyzed** project values in light of project’s scope of work, and prepare operational plan accordingly, to successfully achieve / maximize monthly operational targets.
* **Ensure and improve** the effective utilization from operations department.
* **Initiated** **training programs** for development of the operational staff and growth in their skills.
* **Resolving** site issues by deeply observation of the scenarios.
* **Developed payroll reports**, staff overtime calculation, benefits calculation, leave records, etc.
* **Administered SOPs**, preparation of daily diary, attendance record, official correspondence, recording minutes of the meeting, preparing agendas, events arrangements, welcoming guests, etc.
* **Inducted new staffs** by ensuring facilities and equipment are readily available upon commencement of employment.
* **Designation: Human Resource Coordinator**

Organization: National Bank of Pakistan

Duration: Oct 2013 – Jan 2016

Job Description: • **Administered** SOPs, preparation of daily diary, attendance record, official correspondence, recording minutes of the meeting, preparing agendas, events arrangements, welcoming guests, etc.

* **Supporting the Talent Manager** in the administration process for recruitment and selection, check applications prior to the short listing process, organised interviews for short listed applicants, recruitment filing system, including records on unsuccessful applicants, etc.
* **Inducted new staffs** by ensuring facilities and equipment are readily available upon commencement of employment.
* **Developed payroll reports**, staff vacation calculation, benefits calculation.
* **Managed and Update** all HR Policies and Procedures and departmental compliant systems and processes.
* **Initiated** training programs for development of the staff and growth in their skills.
* **Executed** in-house training programs.
* **Designation: Admin cum Account Executive**

Organization: TTSJ Trading Sdn. Bhd., Malaysia

Duration: Oct 2012 – Sep 2013

Job Description: • **Office administration**, contracts’ documentations, official correspondence, events arrangements, routine official paper work, petty cash, welcoming guests and other administrative matters.

* **Managing books of accounting** on Peachtree software, expert in reconciliation of bank statement, supplier ledger, account payable, account receivable and Internal employees records.
* **Daily control of cash, petty cash** management and expenses reimbursement of staff.
* **Prepare payroll reports**, staff vacation calculation, benefits calculation, etc.
* **Executive Assistant to Managing Director**, Preparation of daily schedule, travel arrangements, short hand typing / dictation, recording minutes of meeting, preparing agendas, legal issues.
* **IT Assistance,** additional responsibilities of network management of head office and factory end-user workstations along with designing of their website.
* **Designation: Field Coordinator (Research)**

Organization: Vibrant Services

Duration: Oct 2009 – Jun 2012

Job Description: • **Administrative Support** in delivering training activities, training designs, making presentations and handouts for training.

* **Initiate** new research subjects, as convenient, and serves as administrative intermediate for the project.
* **Monitors** the progress of research activities; develops and maintains records of research activities.
* **Coordinates** in research activities and surveys.
* **Support** in project planning, and provide that work scope and study protocols are followed.
* **Designation: Document Specialist / Network Administrator**

Organization: Appunchie Computers / Networks

Duration: Jul 2007 – Jun 2012

Job Description: • **Administrating and managing** the firm’s matters as self-business, administering more than 30 clients on ISP through ISA Server.

* **Graphic Designing** of logos, visiting cards, letterheads, handbills, booklets, hoardings &signboards, of various clients
* To compose official documents, letters, spreadsheets, presentations, reports, thesis, data entry and form filling, etc.
* **Designation: Junior Officer MIS (Hardware Support)**

Organization: Nabiqasim Industries (Pvt.) Ltd.

Duration: Jan 2008 – Oct 2008

Job Description: • **End-user support** at level 1 & 2 for hardware and network issues.

* **Assembling** hardware, connecting printers, scanners & other devices on user-end.
* **Troubleshooting** hardware / network / software related problems.
* **Complete technical support** to all staff, daily tasks included network monitoring, virus protection, removing threats, user & group management, effective use of system & user policies
* **Assuring the availability** of resources like printing & internet access.
* **Looking after** ISA Server Management, DNS Server, Exchange Server, etc.
* **Assisted** on disaster recovery of servers.
* **Designation: Document Specialist**

Organization: Associated Consulting Group (Pvt.) Ltd.

Duration: Jan 2007 – Jun 2007

Job Description: • Data management, data processing, data transcription, digital data archiving, proof reading, quality controlling in collaboration with team members.

**Award &Achievement:**

* *Received Special Award from The Chairman, Sindh Board of Technical Education, in recognition of Extraordinary Services in Developing and Composing of New Pattern of Model Question Paper & Syllabus and Composing of Books, in SBTE 1st Authors Award Distribution Ceremony held on 28th March, 2009.*

**Publications:**

* *Data Communication & Networks*, recommended by Sindh Board of Technical Education for technical colleges at intermediate level, 2009.
* *Control Workplace Stress with Systematic Approach*, Indus Journal of Management & Social Sciences, Vol. 4, No. 2 (2010): pp. 84-92.
* *Factor Identifying Employees’ Workplace Conflict and Timely Resolution*, Indus Journal of Management & Social Sciences No. 4(2) (31, December 2010): pp. 103-111.

**Personal Information:**

Date of Birth: January 30, 1987

Nationality: Pakistan

Visa Status: Visit Visa