**Curriculum Vitae**

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## Summary

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A highly competent, Motivated and enthusiastic administrator with six years experience as a part of a team in busy office environment. Well-organized and proactive in providing timely, accurate and efficient support. Flexible, well -presented and able to establish good relationship with a range of different people. Possessing an ability to generate ideas and solution to the problems.

**Work Experience**

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**Supervisor/ Team Leader Duration: 2 Year**

**Company: SAS Marketing -Pakistan**

* **Schools DDS projects**
* **PTC survey project**
* **Local Tooth paste brands marketing in RWP**
* **Local Tea Brand’s Marketing**
* **Project with Mobilink and U-fone during Bio metric registration.**

**Business Development Executive Duration: 2 Year**

**Company: Server 4 Sale -Pakistan**

* Marketing and Promotion of Company’s Products(web designing, software development, SEO services & social media marketing) in UK market.
* Seeking opportunities in acquiring new business potentials.
* Development of new business opportunities
* Acquisition of business potential prospects.
* Valuation of Acquired potentials.
* Arranging the Business meetings of clients with Production department
* Office Work and Floor Administration.

## Manager Duration: 1 Year

**Company: Jumbo Super Market - Pakistan**

* Knowledge of document management, transfer, preservation and maintenance.
* Typing, Updating and processing documents and distributing memos.
* Supervising office work and assigning duties to staff.

 **Tax Accountant Duration: 1 Year**

**Company: Gourmet Beverages - Pakistan**

* Maintenance of purchase book.
* Maintenance of daily sales book
* Calculation of sales tax on daily sales.
* Daily production report.
* Daily Distribution and consumption report.

## Education

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MBA (HRM) – Year 2013 PMAS UAAR

B.Com - Year 2008 Institute: Punjab University – Lahore – Pakistan

I.Com – Year 2006 Rawalpindi B**oard**

Matric – Year 2004 Sargodha Board

## Area of expertise Highlights

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| --- | --- |
| Office managementAdministrative supportDocument controllingReport writingPresentationsDiary managemen | * MS – Office
* E - Views
* SPSS

Consistently accurate work even whilst under pressure.Ability to multi task and manage conflicting demands.Attention to details.Good written and verbal communication skill. |

**Professional Development**

 **Sr. Workshops/ Seminars Year**

1. Management of seminar on supply chain management 2012
2. Management of Annual Student Functions 2009 – 12
3. Management of seminar interpenureship 2011
4. Management of seminar on Human Resource Management 2010

**Social Membership & Co-curricular / Leisure Activities**

1. Reading Books, Giving Presentation and Speeches
2. Playing Cricket, Football
3. Excellent EVENT Management and Implementation Skills

**Cover Letter for job**

May 7th, 2015

Dear Sir,

I came to know that the Dubai Office is actively seeking to hire quality individuals for different departments.

I have more than five years of Tele sales in inbound and out bound call centers. I have done my MBA from PMAS- UAAR Pakistan and Bachelors in Commerce from university of Punjab Pakistan. I am confident that my combination of practical work experience and solid educational experience has prepared me for making an immediate contribution to your company. I understand the level of professionalism and communication required for long-term success in the field. My background and professional approach to business will provide your office with a highly productive Manager upon completion of your Development Program.

I am in Dubai since 27th April 2015 and my visa will expire on 23rd july 2015. I am waiting for your kind reply.