**CAREER SUMMARY**

A very determined and enthusiastic individual, with a considerable knowledge of working as part of a large team. A quick learner, with a proven ability to work tactically and pro-actively in complex and busy office environments.

Currently looking for a challenging and rewarding career progression opportunity that will allow me to use my skills and aptitude to the maximum.

**WORK EXPERIENCE**

**OFFICE MANAGER** at DOSSLANI’S SECURITIES (Brokerage firm - Equities)

# From August 2012 to September 2015

Duties:

* Managed day-to-day operations of the office and ensured office procedures and systems operate efficiently.
* Provided daily investment and transaction report to the senior management and respective clients.
* Maintained various daily financial accounting activities of the office, all receipts, expenditures and payable deposits.
* Assisted with the preparation of the monthly management accounts.
* Bought and sold securities and managed portfolios, provided in depth fundamental analysis of companies and maintained frequent professional relationship with clients.
* Ensured that any complaints and concerns are dealt with appropriately.

**ASSISTANT OPERATION MANAGER** at MODELLO ENTERPRISES (Manufacturers of sports goods) **From January 2010 to June 2012**

Duties:

* Assisted the operation manager in planning, directing and coordinating the daily activities of the organization.
* Handled the responsibilities of maintaining the standards of quality control.
* Maintained office filing systems both on paper and computer. Circulated documents via post and e-mail.
* Handled the tasks of writing emails to foreign customers, helped preparing bank and export documents and performed other essential tasks as required.

**TELE SALES AGENT** at EAGLE COMMUNICATIONS.

**From April 2008 to December 2009**

Duties:

* Made outbound cold calls, promoting the company and selling their products to new and existing clients.
* Booked appointments for sales representatives to visit potential customers.
* Closed sales efficiently and made plans to gain repeat business.
* Conveyed technical information to customers and also performed administrative duties.

**SALES MAN** at FUTURE GADGETS (Mobile & Computer Shop) **From 2006 to 2008**

**ACADEMIC DETAILS**

**Bachelor’s degree, B.A in Economics** from UNIVERSITY OF PUNJAB, LAHORE (2009)

**Intermediate, F.A (equivalent to A Level) in Humanities** from BISE, GUJRAWALA (2005)

**Matriculation (equivalent to O Level)** BISE, GUJRAWALA (2000)

**AREAS OF EXPERTISE & SKILLS**

1) Office Procedure 2) Administrative Support 3) Account Management

4) Data Management 5) Equity Trading 6) Investment Portfolio Management

7) IT Skills (Word, Excel, Outlook, Power point) 8) Telesales / Telemarketing

9) Superb oral and written communication skills

**PERSONAL DETAILS**

D.o.b: 29-07-1984 Marital Status: Single

Nationality: Pakistani **Hobbies: Reading, travelling and \**



**Gulfjobseeker.com CV No:** **1468872**