Nationality : Pakistani
Visa Status : Employment Visa (Transferable) **(Available to join immediately)**

Qualification : Bachelor of Commerce (B. Com)
 Pakistan.

**Professional Skills:**

Solution-oriented professional with extensive experience in Office Administration by providing day-to-day operation of an organization. Motivated team leader with strong focus on continuous process improvement. Self-motivated, responsible, eager to learn and learn fast, good analytical capability, willing to take challenges.

* Strong administrative skills
* Strong sense of urgency and problem solving skills
* Preparing budgets, business documents and reports
* Very effective organizational skills
* Effective written communication kills
* Computer skills including the ability to operate MS Office (Word, Excel, Power Point etc.) extensively
* Following and executing company policies and objectives
* Excellent Typing Skills (80 W.P.M)
* Excellent Office Management & Assistance Skills
* Excellent Internet Search & Internet Marketing Skills
* Excellent Website Promotion Techniques & Skills
**Experience:**

Working with **Grand Center Hotel, Deira, Dubai, UAE** a Four Star Hotel as **Administrative Assistant** from February 24, 2013 till Date.

**Position Overview:**To manage and direct day-to-day operations of all departments. Staff counseling and consistently inspects and enforce adherence to the hotel excellence. Participates in and enforce quality assurance department cost control measures and to make certain the required standards are achieved.

**Responsibilities included:**

* Provide general administrative and clerical support to higher management including mailing, spreadsheet, and database software to prepare reports, memos, documents etc.
* Update and ensure the accuracy of the organization’s database.
* Maintain electronic and hard copy filing system.
* Code and file financial material according to established records management procedures.
* Attend or conduct pre & post-shift brief meetings.
* Maintain clear and efficient communication and coordination with all departments of the hotel.
* Schedule and coordinate meetings, appointments and travel arrangements for staff.
* Conduct performance, salary reviews and progressive discipline; and review and monitor daily schedule to ensure enough coverage for that day.
* Respond to and follow through on guest requests, concerns and problems to the guest’s satisfaction.
* Monitor and perform inventories weekly/monthly.
* To manage operating expenses to minimize costs while still maintaining excellent guest services.
* To assist with budgeting, forecasting and financial planning of the department. Also assistant with scheduling and payroll cost controls.
* To check the departure folios for any discrepancy
* To sort the folios of the companies under Account Receivable to prepare Monthly Statement of Account
* To correspond with companies over the Email and Phone to sort the discrepancies and to go collect payments from companies.
* To help HR in travel arrangements including visas, flights and itineraries.

**From January 2006 to January 2013**

I’ve been managing and running my own business: **Online Soft Solutions,** an Information technology company providing call center establishment, networks & systems, online/offline data entry services and search engine optimization services to local as well as Australian search engine optimization company .

**Services were included:**

* To sell/install SIP/IP-PBX (Call Center Dialing Solution) including planning, implementation and maintenance of PBX configuration through VoIP.
* To install and provide system/network administration and support to Windows systems. This includes administration such as user account management, network, workstations, server, disk configuration and storage administration.
* To provide search engine optimization (SEO) services to various Pakistani & International clients. This was included web promotions and I’ve been able to single handedly driving millions of organic traffic to company websites and indexed billions of web pages in major search engines. Handled more than 35 client base and significantly raised rankings of client's websites within top 10 in major search engines (Google, Yahoo and MSN/Bing) for most of the keywords.

**From February 2000 to January 2006**

Worked with **ALLCOM**, Islamabad, Pakistan as **Administrative Assistant**. International Call Center providing offshore call center services to their clients in the US/UK & Australia.

**Responsibilities were included:**

* To Supports operations by supervising staff; planning, organizing, and implementing administrative systems.
* To maintain a safe and secure work environment; developing personal growth opportunities.
* To provide supplies by identifying needs. Providing communication systems by identifying needs, evaluating options, maintaining equipment and approving invoices.
* To ensure adequate staff levels to cover for absences and peaks in workload. Delegating work to staff and managing their workload and output. Overseeing the recruitment of new staff.
* Writing reports for senior management.
* Procurement and maintenance of office equipment/furniture/fixture to ensure their serviceability.
* To deal with vendors/service providers. To check supplier bills/verification, vendor contracts, renewal of contracts, keeping details of petty cash expenses.

**From March 1997 to December 1999**

Worked with **FYSAL BANK LTD,** Islamabad, Pakistan as **Officer Level-2**.

**Responsibilities were included:**

* Issue import and export letters of credit and accepts payment. Notifies importers and exporters of issuance of letters of credit covering shipment of merchandise.
* To Review letters of credit documents to determine compliance with international standards. Also to coordinates customer credit information and collateral papers with Loan Officer to comply with bank credit standards.
* To verifies terms of credit, such as amount, insurance coverage, and shipping conditions to determine compliance with established standards.
* Typing of letters of credit and related documents, using typewriter or computer.
* To record payments and liabilities and other customer account information.

**From April 1994 to March 1997**

Worked with **EMIRATES BANK INTERNATIONAL**, Islamabad, Pakistan as **Officer**.

**Responsibilities were included:**

* Cash checks and pay out money after verification.
* To examine checks for endorsements and to verify dates, identification of the persons receiving payments and legality of the documents.
* Enter customers’ transactions into computer to record transactions and issue computer-generated receipts.
* Receive and count daily inventories of cash, drafts, and travelers’ checks.
* Order a supply of cash to meet daily needs. Also to monitor bank vaults to ensure cash balances are correct.

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