**PERSONAL SUMMARY**

Seeking employment as Assistant/Coordinator in a dynamic, goal-driven company in need of agile, versatile, goal-driven employee, and willing to put time, effort, and hard-won experience into the job.

**Reach Me At:**

* + - Address:Abu Hail Dubai,UAE
		- Mobile:+971-0568784833
		- Email:Yusraoffical@gmail.com
		- Visa Status:Husband’s Sponsorship

**KEY COMPETENCIES AND SKILLS:**

* Proficient at MS Office (especially Excel)
* Employee Relations
* Customer service
* Maintaining personal records
* Correspondence handling
* Numerical ability and data entry skills.
* Reports Preparation
* Time Management

 **PROFESSIONAL EXPERIENCE:**

 **ARAB LINK EXCHANGE DUBAI UAE**

 **DATA ENCODER (OCTOBER 2015 TO DECEMBER 2015)**

To enter data from various source documents into the computer system for storage, processing and data management purposes.

**Main Job Tasks and Responsibilities:**

* Prepare, compile and sort documents for data entry.
* Check source documents for accuracy.
* Verify data and correct data where necessary.
* Obtain further information for incomplete documents.
* Update data and delete unnecessary files.
* Combine and rearrange data from source documents where required.
* Enter data from source documents into prescribed computer database, files and forms.
* Check completed work for accuracy.
* Store completed documents in designated locations.
* Respond to requests for information and access relevant files.
* Communicate with applicants telephonically and in person.
* Provide guidance and information on application requirements.

  **WATER AND POWER DEVELOPMENT AUTHORITY PAKISTAN**

 **ADMIN ASSISTANT (FEB 2013 TO JULY 2015)**

Responsible for providing an efficient and professional administrative and clerical service to colleagues, managers and supervisors to facilitate the efficient operation of the office.

**Main Job Tasks and Responsibilities:**

* Providing secretarial services such as minute taking, WP and diary management.
* Ensuring office procedures and systems operate efficiently.
* Handling requests for information and data.
* Setting up e-mail groups for committees.
* Circulating documents via post and email.
* Scanning and copying contracts, notes and other documents.
* Checking stationary levels and ordering new supplies.
* Opening, dating, copying and circulating incoming post.
* Raising purchase orders and chasing outstanding accounts.
* Recording, compiling, transcribing and distributing the minutes of meetings.
* Write business letters, reports or office memos using word processing programs.
* File papers and documents.

 **ATLAC MANAGEMENT CONSULTANT**

**HUMAN RESOURCE**

* Provide support to supervisors and staff to develop the skills and capabilities of staff.
* Monitor staff performance and attendance activities.
* Coordinate staff recruitment and selection process in order to ensure a timely organized and comprehensive procedure is used to hire staff.
* Provide information and assistance to staff, supervisors and Council on human resource and work related issues.

**Administration**

* Prepare record, check over and proofread correspondence, invoices, presentations, brochures, publications, reports and relevant materials.
* Record and prepare minutes of meetings.
* Organize travel schedules and book reservations.
* Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information.
* Set up and uphold manual and automated information filing systems.
* Schedule and verify appointments and meetings of managers.

**Academic Qualification :**

* . **Secondary School Certificate SSC(Matric) 2003**
* BISE Abbottabad,Pakistan**.**
* **Higher Secondary School Certificate(FSC)2005**
* BISE Abbottabad,Pakistan.
* **Bachelors Of Arts 2012**
* Hazara University, Pakistan



**Gulfjobseeker.com CV No:** **1534338**

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