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| **EXECUTIVE SUMMARY:** |

A highly trustworthy, hardworking and professionalofficial with **07 year experience** in office administration seeking a challenging role as **Executive Assistant / personal Assistant / HR/Admin Assistant** or other related jobin a leading organization where I could serve my professional abilities.

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| **KEY SKILLS:** |

* Handle Administration / Secretarial / stenographical / HR work.
* Excellent knowledge of English language including grammar and spelling.
* Proficient knowledge of MS office applications Like MS Word, Excel and Power point.
* Excellent communication skills in English with clear and confident accent.
* Ability to take dictation in shorthand and transcribe into English.
* Good English typing speed I.e. 40 to 45 WPM .
* Ability to manage work independently in a professional manner.
* Ability to achieve strict deadlines in the prescribed timeframe.
* Ability to manage work under pressure and flexibly working approach.
* Ability to handle sensitive and highly confidential information.
* Awareness of executive office protocol and discipline.
* Strong interpersonal skills.
* Very good manners in handling phone calls.
* Ability to pick and understand the work very quickly.
* Fast learner, highly trustworthy, hardworking and cooperative team player.

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| **WORK EXPERIENCE: 07 YEARS** |

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| **FROM 01.01.2009 TO 31.12.2015 PUNJAB POLICE (PAKISTAN)** |

**HR/Admin Assistant**

I have **07 year** experience in the admin/HR filed. I have been serving in one of the Law Enforcement Agencies of the Pakistan (Punjab Police). Where I was bound to report to the **Sr. Superintendent of Police** and I was responsible to perform the following main tasks:-

* Deal with the complete recruitment procedure.
* Organize different training / refresher / orientation courses for the staff.
* Handle activities of staff such as attendance, vacations, deployment, transfer / posting.
* Call explanations of the defaulter personnel and initiate disciplinary action against them under the Rules/Policy.
* Prepare performance evaluation reports / recommendations rolls for the promotion of staff under the Rules/Policy.
* Prepare the orders of suspension / dismissal / termination of the staff as decided by the competent authority.
* Maintain office record and officials files.
* Plan and schedule events, meetings and appointments.
* Prepare and edit all type of correspondence, reports and presentations.
* Prepare agenda, arrange meetings and take minutes.
* Receive / peruse / sort out all incoming mail such as letters / reports and put it for the perusal of CEO.
* Distribute approved mail to the concerned staff.
* Follow up the requisite mail distributed to the concerned staff to ensure timely compliance of the high ups.
* Prepare draft letters and dispatch all approved mail to the concerned departments.
* Compile / analysis reports and submit to the higher authorities.
* Take dictation in shorthand from the competent authority.
* Handle e-mails, fax and photocopier,
* Answer phone calls and resolve the requisite issues.
* Perform all other relevant tasks.

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| **QUALIFICATION** |

# Bachelor’s Degree

# University of the Punjab–Pakistan (2014-2015).

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| COMPUTER KNOWLEDGE |

# Excellent knowledge of usage office applications like MS Word, Excel and Power point.

# Knowledge of web browsing.

# Good English typing speed i.e. 40/45 WPM.

# Installation of Windows and office applications,

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| LANGUAGES: |

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# Urdu: Fluent in speaking, writing and reading.

# English: Fluent in speaking, writing and reading.

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| **PERSONAL INFORMATION** |

* Marital Status: **Single**