**Career Objective**

Seeking an opportunity in high paced professional environment where I can utilize my skills and competencies to add value in overall organization’s success and also be able to be enhance my professional and personal experience.

 **Qualifications Summary**

Accomplished and highly motivated professional possessing offering 4 years of administrative & coordination experience. Adept at developing and maintaining administrative processes that reduce redundancy, improve accuracy and efficiency; Highly focused and result oriented in supporting complex, time bound operations: able to identify, prioritize multiple tasks and follow through to achieve organizational goals and resolve issues.

**Core Competencies**

Reporting Skills Organizational and planning skills Time Management

Travel Logistics Problem solving skills Events Management

Communicational Skills Judgment and decision-making ability Confidentiality

Team player Attention to detail and accuracy Document Control

Calendar Management

**Professional Experience**

**Executive Assistant at The First Microfinance Bank Limited May 08, 2012 till Present**

**Company Profile:** FMFB is a microfinance Bank operated under the umbrella of [Aga Khan Development Network](http://en.wikipedia.org/wiki/Aga_Khan_Development_Network).

**Job Profile:**

Oversee a wide variety of administrative functions including support of executive level projects and information management processes.

**Responsibilities:**

**Administration & Organization**

* Maintained executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel arrangements.
* Drafting letters and editing executive-level memorandums for financial management, events, communications and policy compliance, and problem resolution.
* Complied and analyze data for executive presentations, organized and maintained files and office libraries of books, papers and digital media.
* Coordinated preparation and timely dissemination of company reports and slide presentations for board meetings.
* Preparing and editing reports and financial data; legal documents; Coordinating Documentation for Annual Reports;
* Training and supervising other support staff; and customer relations.
* Process monthly expense reports of CEO’s and reimbursements
* Manage multiple administrative projects simultaneously, and monitor progress to ensure deadlines are met.

**Communication Relations**

* Ability to work well with all levels of internal management and staff, able to nurture positive relationships with clients and colleagues at all organizational levels.
* Coordinated and set up high-level board, senior management, shareholders, middle management and administrative staff meetings
* Multicultural interaction in managing all essential tasks and agendas.

**Record maintenance**

* Created highly effective document management and filing systems, including quick and thorough indexing, filing and offsite storage, resulting in easy access to critical information and streamlined office functioning.
* Keep and manage contact database

**Special Assignments**

* Worked with CEO on special projects, manuals, policies and office procedures.
* Controlling monthly Cost transaction report and ensure all monthly expenditure are paid
* Maintained strict confidentiality with sensitive information; financial documents, records and personal matters.

[**Senior Manager at**](https://www.linkedin.com/search?search=&title=Counselor&sortCriteria=R&keepFacets=true&currentTitle=CP&trk=prof-exp-title) **Auscon Associates April, 04 2012 to May, 05 2012**

**Company Profile:** Auscon is a professional services organization dedicated to facilitate international students wishing to study in Australia/New Zealand/Canada/UK.

**Responsibilities**

* Counseling the students for their bright future career in their relevant fields
* Acted as a guide in helping them out in finding and selecting the pathway in accordance with their pre-requisites.

**Internship at Bank of Punjab July, 2010 to Aug, 2010**

**Responsibilities**

* Learned basic **operations of remittance department**
* Learned how to **make entries and vouchers for Incoming TT(Telegraphic Transfer)**
* Observed other **operations e.g. PO (Pay Order), DD (Demand Draft) Learned about the payment against PO & DD received from other branches** (usually the first activity in the remittance dept.)
* Made entries in the Day Book
* Made Daily **Voucher Sheet**
* Made entries for **monthly mark up against RF (Running Finance)**
* Worked on the seat of **A/C Opening/Check Collection/Lockers**
* Worked with **Credit Department for Sanction Loans**

 **Technical Expertise**

Proficient user of MS Office (Word, Excel, PowerPoint,) Lotus

**Educational History**

**Master’s in Economics 2014**

Allama Iqbal Open University, Islamabad

**Master’s in Business Administration (MBA-Finance) 2011**

Comsats Institute of Information & Technology, Islamabad

**Bachelors in** [**Commerce**](https://www.linkedin.com/search?search=&keywords=Commerce&sortCriteria=R&keepFacets=true&trk=prof-edu-field_of_study) **(BCom.)** **2008**

[Islamabad College of Commerce for Women](https://www.linkedin.com/college/?eduSchool=Islamabad+College+Of+Commerce+For+Women&trk=prof-edu-school-name)

**Academic Projects Undertaken**

* Stock Value Analysis through Market Model and CAPM of Companies Listed In KSE
* Portfolio Management of Firms Listed In KSE 100
* Research on Islamic Banking
* Credit Department Analysis of ABL

 **Trainings**

* [Training on Advance MS Excel Applications on Investment Strategies via Modern Portfolio Theory](https://www.linkedin.com/search?search=&keywords=Training+on+Advance+MS+Excel+Applications+on+Investment+Strategies+via+Modern+Portfolio+Theory+from+Comsats+Institute+Of+Information+%26+Techonology&sortCriteria=R&keepFacets=true) by Comsats University
* [Presentation Skills Training Course](https://www.linkedin.com/search?search=&keywords=Presentation+Skills+Training+Course+from+Comsats+Institute+Of+Information+%26+Techonology&sortCriteria=R&keepFacets=true) by Comsats University

**Interests**

Digital Photography, Travelling, Reading