Muhammad

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**Summary:**

**Dynamic, proven Admin Assistant Documentation handling experiences** of over 3 years some months. Seeking a suitable position in fields within a progressive reputed organization with responsibilities including problem solving, planning, organizing, and accomplishing tasks. Work closely with customers and fellow coworkers. Key assets includes; leadership, management, supervision, team management and development, interpersonal communication, decision making, self-management and analysis. Fluent in **English, Urdu work knowledge.**

**Highlights of Strengths:**

* Excellent negotiation and customer service skills with the ability to achieve assign tasks and providing problem solutions.
* Extensive experience in public contact. Establishes instant rapport, is resourceful, and self-confident.
* Comfortable in both team-oriented and independent settings to meet deadlines.
* Skilled and committed in team lead with a progressive record of advancement.
* Understands human behavior as it applies to leading and motivation others.
* Enjoy challenges and creative problem-solving, is sell motivating, learn quickly and accept new responsibilities.
* Demonstrates sold work habits, detail oriented and projects a professional, confident image.
* Great understanding of equity and values, and is able to educate customers with detailed and accurate information.
* Profound knowledge of federal, state, and local laws which govern **Admin Assistant** **Documentation handling**.

**Professional Skills:**

* Work with team.
* Help to colleagues
* Extensive experience planning.
* Problem solving

**Professional Experiences:-**

**2010-2014 Update as Admin Assistant Documentation handling at holiday inn hotel Pakistan**

**Main Activities:**

Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.

1. Provides assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
2. Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
3. Oversees and facilitates resources management and administration procedures and documentation for the principal.
4. Maintain attendance Record of Employees.
5. Performs research and analysis on specific issues, as required, and independently prepares non-routine letters and/or reports, which may be highly sensitive and confidential in nature.
6. Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.
7. Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.
8. Coordinates the disposition and/or resolution of individual problems and disputes involving faculty, staff, students, and/or members of the general public, as they arise.
9. Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts.
10. Provides and/or oversees provision of staff support to the office, to include handling walk-up and phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, handling day-to-day problems and situations, and provision of secretarial support.
11. Provides assistance in the understanding and interpretation of University policies and procedures, as appropriate, and ensures that office operations are in compliance with policy provisions and standards.
12. Assists in the coordination, supervision, and completion of special projects, as appropriate.
13. May serve as Campus Security Authority as outlined by the Celery Act.
14. Performs miscellaneous job-related duties as assigned.

**Current Elopement**

* Work as a **Security Supervisor (Document Handler)**  and customer services

 **Al-futtaim Motors** Toyota in Dubai. **(Professional Security System)**

 **(June 11, 2014 TO Present)**

**Responsibilities**

Responsibilities for the proper executions of assigned duties.

• Train new officers.

• Carries out supervisory responsibilities in accordance with the organization’s policies .

Responsibilities including interviewing, hiring, and training employees;

Planning, assigning, and directing work; appraising performance; rewarding and disciplining

Employees; addressing complaints and resolving problems.

• Maintains a professional departmental, company and community reputation.

• Maintains regularly, consistent attendance record.

• Knowledgeable of and adhere to all rules and regulations, policies, and orders.

• Provides protection for the casinos and all employees and guests of the casino.

• Provide overall protection of company assets.

• Guards all transfers of monies and chips on the casino floor as well as the physical

 Transportation of hopper fills, chips fills, and credits.

• Interacts with guests and employees in a professional manner.

• Interacts with local law enforcement agencies as required.

**Al-Futtaim Toyota (SZR) Awards Received:**

* **Hard Worker of the Year 2014 in Office.**
* **Gotten award from al-Futtaim Toyota for emergency fire handle.**

**Education:**

* October 2011To August 2014 **B.A (Bachelor of Arts)**

From: Punjab University Lahore– Pakistan.

 Major in (**Political Science & Islamic Studies)**.

* Still studying **LLB** 2015 till 2019**.**

 **(Islamic university Islamabad) private candidate**

**Computer Skills:**

* Excellent to work on Oracle Front Hand Software. Knowledge about different software’s.
* Spread Sheet: Basic on Excel.
* Operating System / Environments: MS Win, XP, Vista, 7, 8.
* Word Processing: MS Words, (, English Typing) 24+ wpm.
* Adobe Photoshop **(ALL VERSSION).**
* Detail Troubleshooting of various PC Components and Networking.
* Prepare Boot able Flash drive.
* Prepare Network cable.
* Mobile Fleshing & IPhone iOS.

**Skills:**

* Decision making skills
* Effective verbal and listening
* Very effective organizational skill
* Effective written communications
* Stress management skills
* Time management skills

**Personal Data:**

Date of Birth : July 4th, 1992

Nationality : Pakistani

Marital Status : Unmarried

Languages Known : English, Urdu working knowledge.

**Language Skills**

 Urdu : speak write read

 Punjabi : speak read write

 English : Speak +Read+ Write+ Understand

 Hindi : speak read write understand

 Arabic : Read write