**First Name of Application CV No 1641366**

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Date of Birth: 07 February 1989

**OBJECTIVE:**

A detail oriented and highly skilled in manage the things possesses rich experience of **3 years**. Highly managerial skills Accurate, thorough and persistent individual seeking a position as an Administrator/Assistant in an established organization where I could perform my skills and ability for the mutual future growth and profit .Offers exceptional communication, secretarial, and problem solving skills to bring a remarkable change in the overall efficiency of the office.

**SPECIAL SKILLS:**

● Customer service ● Record maintenance ● Transcribing dictation

● Letter drafting ● Events coordination ● Staff training

● Correspondence handling ● Team Work ● Confidentiality

● Multicultural interaction ● Office procedures ● Supplies management

**TECHNICAL EXPERTIES:**

* **Office Equipment**: Fax machines, photocopiers, videoconferencing and general office equipment
* **Computer**: Spreadsheets, word processing, database management, typing speed: 30WPM.
* **Software's:** AutoCAD, Primavera Project Planner P6,Matlab,Dialux Evo
* **MS Office**: Word, Excel, PowerPoint, Autocad, Microsoft Dynamic AX, Primavera P6.



**PROFESSIONAL EXPERIENCE:**

**Mediflow Pharmaceutical Pvt (Ltd), Karachi Pakistan**

**May 2012 to Sep 2014**

**Job Highlights:** Worked as an Administrator/Assistant in **Mediflow Pharmaceutical (Project of Ahbab Associates)**. Where, my job responsibilities are to execute Office works as per according to site and office requirement.

Key Responsibilities handled in the office are following

* Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs.
* Preparation of technical memo’s, technical reports and monthly progress reports
* Responsible to handle the telephone inquiries.
* Provide general information to the customers.
* Manage the daily incoming of the customers.
* Proficient in managing the documents.
* Expert in prioritizing the work.
* Excellent in providing comprehensive secretarial and administrative support to colleagues.
* Proficient in executing the programs using the limited resources.
* Expert in assisting the seniors and manage the routine daily organization life.
* Prepare work plans and manning schedules for complete project
* Manage & Carryout multitasks to meet the project deadlines.
* Dealing all other administrative matter.

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| **ACADEMIC QUALIFICATION:**   * **Bachelor of Science**   From HITEC University Taxila.  (1st Division)   * **Higher Secondary School Certificate**   Discipline: Pre-Engineering form FBISE Islamabad  (1st Division)   * **Secondary School Certificate**   Discipline: Science form FBISE Islamabad  (1st Division) |  |