# **Career objective:**

A challenging position; as an Administration personnel, in a reputed organization, which will cater to the active utilization of my acquired skills, abilities and knowledge, thereby working towards betterment of the organization and my growth as an individual.

# **Present working with FJCare Technical Services**

# **Executive Secretary**

# ***Primary Responsibilities:***

* Manage travel and schedule
* Coordinate travel arrangements, prepares itineraries, prepare compiles and maintains travel vouchers and records.
* Maintain hard copy and electronic filing system.
* Attend meetings in order to record minutes.
* Manage and maintain executives' schedules update electronic calendar and set reminders.
* Work closely with senior managerial or directorial staff to provide administrative support.
* Dealing with incoming email, highlight urgent correspondence and print attachment, faxes and post, often corresponding on behalf of the manager
* Organizing and maintaining the managerial or directorial staff diary and making, appointments and sending out as reminder to keep them on tract.
* Keep and maintain an accurate record of papers and electronic correspondence on behalf of the managerial or directorial staff.
* Producing documents, briefing papers, reports and presentations.
* Answers and screen telephone calls and forward them to concern person.
* Devising and maintaining office systems, including data management and filing.
* Take notes at meetings or to provide general assistance during presentations.
* Meeting and greeting visitors at all levels of Seniority.
* Arrangement of travel plans, ticket booking, Hotel Reservations, Visa assistance etc..
* Taking care and renewal of all the official and personal document i.e. visas, Emirates Id, Medical Insurance.

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# **Musaab -Al-Gaddah General Trading Worked as an Executive Secretary. May, 2014 till March** **2015.**

# ***Primary Responsibilities:***

* Updating appointments and calendar.
* Arranging Travel plans, hotel booking.
* Maintain schedules and calendars.
* Arrange and confirm appointments and set reminders accordingly.
* Organize internal and external events.
* Take, type and distribute minutes of meetings.
* Receive, direct and relay telephone messages and fax messages.
* Direct the general public to the appropriate staff member.
* Maintain the general filing system and file all correspondence.
* Assist in the planning and preparation of meetings, conferences and conference telephone calls.
* Respond to public inquiries.
* Prepare travel vouchers.
* Taking care of all general and legal documents and their renewal when required.
* Recording office expenditure and managing the budget.
* Ensuring that there is an adequate supply of stationery/stock within the office.

**Ultimate Fitness Services:**

**Work Experience:**

**Worked as a Customer Relationship Officer. May, 2012 till Apr, 2014**

***Primary Responsibilities:***

* Look after the Front office Management.
* Look after the Office Administration Activities.
* Answer phones and operate a switchboard and Route calls to specific people.
* Receive customer complain and provide their solution.
* Handle all the bookings and customer registration procedure.
* Maintain registration formalities and making separate file of each client.
* Update customer database.
* Making daily customer report.
* Key assistance to supervisors on office work and making presentations.
* Making follow-up calls to customer.
* Making calls for marketing and sales purpose.
* Greet visitors warmly and make sure they are comfortable.
* Ensure reception area is tidy.
* Coordinate mail flow in and out of office.
* Coordinate office activities.
* Hand out employee applications.
* Handle Petty Cash and mini accounts system related receiving and office expense
* Collect and distribute parcels and other mail.
* Perform basic bookkeeping, filing, and clerical duties.

**Work Experience:**

**Qualification & Computer Skills:**   
 BSC (Bachelor of Science)   
 Office use applications:

* Microsoft Word, Microsoft Excel, Microsoft Power Point, Outlook, Microsoft Access,
* Microsoft Visual Basic
* Ms SQL Server
* **Secretarial & Administration skills:**
* Making appointments
* Receive, direct and relay telephone messages and fax messages
* Arranging travel plans.
* Maintain the general filing system and file all correspondence
* Assist in the planning and preparation of meetings, conferences and conference telephone calls.
* Respond to public inquiries
* Provide word-processing and secretarial support
* Type confidential documents on a word-processing system
* Answering Telephones
* Appointment Setting
* Attention to Detail
* Customer Service
* Correspondence
* Maintaining Office Records
* Meeting Planning
* Microsoft Office
* Multi-tasking
* Office Administration
* Travel Arrangements
* Teamwork

**Personal Information**

Nationality: Pakistani

Marital Status: Single

D.O.B: 31-01-1986