AYESHA

A challenging & rewarding position in an organization that promotes growth, values initiative, dedication and excellence and to seek challenging avenues where my knowledge of abroad education in UK and experience matches with the organization growth.

**Law Associates, Faisalabad (AUG 2015–MAR 2016)**

**As Engagement Manager**

* Managing, ensuring and compliance with policies and applicable government, customer or industry regulations or requirements
* Ensure that the strategies and decisions taken by the Senior Management are implemented timely and efficient manner
* Responsible for ensuring that Company Values and Code of Conduct are adhered to
* Model the Boeing Leadership Attributes and develop co employees at all levels
* Build and motivate teams by helping individuals maximize their potential
* Coordination with clients and visitors to the office.
* Preparation of client history and documentation.

**NSA Consultants & legal Advisors, Faisalabad (May 2012–JAN 2013)**

**As Middle Manager**

* Supervising the work of office juniors and assigning work for them.
* Scheduling and delegating administrative tasks.
* Coordination with clients and visitors to the office.
* Preparation of client history and documentation.

**Sarsabz Foundation, Faisalabad (NOV 2011–APR 2012)**

**As Community Mobilizer**

* Developing Public relations.
* Participate in training the workers.
* Develop and maintain community related files.
* Motivating and encouraging group members.

**Govt. Degree College for women, Faisalabad (MAY 2010–MAY 2011)**

**As Administrative Assistant**

* Resolving administrative problems
* Handling incoming / outgoing calls, correspondence and filing.
* Preparing reports, emails
* Schedule meetings

**The Smart School, Faisalabad (NOV 2009–DEC 2011)**

**As Supervisor For Foundation Level**

* Developing lesson plans in line with curriculum objectives.
* Helping to prepare pupils for examinations.
* Assessing and recording a pupil’s progress throughout the term.

**ACADEMICS:**

* **MBA (Master in Business Administration) ( 2013-2014 )**

Glyndwr University London, **UK**

* **B.Ed (Bachelor of Education) ( 2011 – 2012 )**

University of Sargodha, **Pakistan**

* **MPA (Master in Public Administration, HR) ( 2007-2009 )**

University of Punjab, Lahore, **Pakistan**

* **B.A. (Bachelor of Arts) ( 2005-2007 )**

Govt. College, Jaranwala, **Pakistan**

**TRAININGS:**

**As HR Internee ( Royal Media Network, Lahore June 2009 – August 2009 )**

* Data entry
* News publishing
* Faxing, Printing, Photocopying, filing and scanning.

**PERSONAL ATTRUBUTES:**

* Ability to manage the work effectively
* Competent to handle pressure and to meet deadlines
* Adaptable to take initiatives
* People-oriented and devoted towards the goal achievement
* Co-operative with colleagues

**IT Skills:**

* Proficient in Microsoft applications like Excel, Word, Power Point
* Hands on expertise on developing daily reports on computer
* Easily adaptable to learn any management software or system
* Ability to analyze data in Excel

**PERSONAL DETAILS:**

* Date of Birth: 19-03-1988
* Marital Status: Married.
* Nationality: Pakistani
* Language Fluency: English, Urdu, Punjabi

**Job Seeker First Name / CV No: 1719330**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

