

Contact HR Consultant for CV No: 293564

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**CAREER OBJECTIVE**

To secure a mid-level management position in a challenging and dynamic work environment that fosters growth and utilizes my significant knowledge and expertise.

**SUMMARY OF KEY COMPETENCIES**

As an experienced professional with thorough knowledge in areas of Client Services and Resource Management, I will bring over 16 years of demonstrated experience facilitating the needs of both internal and external stakeholders with a commitment to quality service. Some of the highlights are:

* Highly qualified in resolving issues requiring an emphasis on customer/client satisfaction in a fast-paced environment
* Effective collaboration with management to determine needs and discuss progression strategies
* Detailed minded professional who constantly meets standards and deadlines
* Ambitious self-starter ready to embrace new challenges and contribute to the organization’s “bottom line.”

**PROFESSIONAL EXPERIENCE**

**Emirates Insolaire – A subsidiary of Dubai Investment**

**Admin Coordinator & Office Assistant:**

**Sept 2015 to date**

Emirates Insolaire LLC is a pioneer in the development of new solar technologies located in DIP. A joint venture between Dubai Investments PJSC and SwissINSO SA.

My core responsibilities are:

* Organize and schedule meetings & appointments
* Preparation of regular scheduled reports (Attendance, Leaves records, Insurance, Office expenses)
* Develop & Maintain filling system
* Book Travel arrangements
* Preparation of all Glass/Module orders in excel workbooks.
* Update and ensure the accuracy of the organization's databases
* Purchase, receive and store the office supplies ensuring that basic supplies are always available
* Forward incoming general e-mails to the appropriate staff member (If received any)
* Administer petty cash according to established procedures
* Prepare and send outgoing faxes, mail, and courier parcels
* Assist with financial reports as required
* Provide Secretarial support to Managing Partner & Senior manager.
* As other work assigned by MD/Senior Manager

**Horwath Mak (Crowe Horwath- UAE)**

**Executive Assistant**

**Nov 12 till Nov 14**

Working as an Executive Assistant & Secretary to MD. My core responsibilities are:

* Manage and maintain executives’ schedules.
* Prepare invoices, reports, memos, letters, and other documents, using word processing, spreadsheet, and database.
* Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
* Open, sort, and distribute incoming correspondence, including faxes and email
* File and retrieve corporate documents, records, and reports.
* Greet visitors and determine whether they should be given access to specific individuals.
* Maintain an adequate inventory of office supplies.
* Prepare responses to correspondence containing routine inquiries
* Provide office support services in order to ensure efficiency and effectiveness within the Band Office

**Main Activities**

* Assist the Managing Partner & Directors.
* Provide administrative services for the Managing Partner & Directors.
* Perform other related duties as required

**Mobilink (Orascom Telecommunication- Pakistan)**

**Coordinator – Logistics Department**

**Nov 07 to Oct 11**

Joined as an Associate II- Technical Dept and promoted to Anchor Person, Associate I in May 2010. Some of the responsibilities included

* Coordination with all internal and external clients for the smooth operations of the dept. included new projects implementation, system trainings, budgeting, manpower planning, recruiting and reporting
* Utility Bills processing and ensure timely transaction of payments into respective branches and coordination with finance for rental payments
* Resolving financial issues of assigned sites
* Maintaining accurate records of billing/Site rents related sheets
* Maintaining the database of all BTS sites & agreements.
* Coordination with Project Management Team for Draft Visits

**Projects:**

Handled various projects viz. Marketing Relocation, Site Acquisition, Rent Reduction, Dismantling of BTS sites

**On Job Trainings**:

* Intermediate MS Excel 2003 March 2010
* Creativity at the workplace Aug 2009
* Stress & Time management June 2009
* Influencing Skills – Getting results from others July 2008

**KASB Bank- Pakistan**

**Business Coordinator**

**Sep 06 to Nov 07**

* Main responsibility was to handle customer queries and resolving them within shortest possible time frame and coordination with other personnel to fulfill business needs effectively.

**International Textile Limited- Pakistan**

**Export Executive**

**Oct 03 to Aug 05**

* Proper documentation and dealing with Clearing/Forwarding Agents and Shipping Companies for loading goods
* Preparation of export documents from Shipment, Banks & Contracts.
* Delivering the shipment documents to the concerned department and coordination of shipment schedule
* Responsible for presenting documents to Bank & Buyers

**EDUCATION**

HSC from P.E.C.H.S Govt. College, Karachi 2001

Bachelors in Arts (BA) Part 1 (completed) Part II (result awaited)

**CORE STRENGTHS,KNOWLEDGE**

* Possess strong team spirit and exceptional problem solving skills
* Exceptional customer service & relationship management skills
* Ability to learn and adapt quickly in busy and diverse environment
* Proficient in MS Office, various in house systems and have ability to quickly learn any software with ease
* Office administration
* Liaise effectively with coworkers, management and customers

**SKILLS AND ABILITIES**

* Team building
* Analytical and problem solving skills
* Decision making skills
* Effective verbal and listening communications skills
* Computer skills including the ability to operate computerized spreadsheet and word processing programs at a highly proficient level
* Stress management skills
* Time management skills

**ATTRIBUTES**

* Honest and trustworthy
* Respectful
* Possess cultural awareness and sensitivity
* Flexible
* Demonstrate sound work ethics

**OTHER EXPERIENCE**

Taught up to Grade 5 at St. Michaels and Educators during 1999 to 2003

Delivered training in various courses organized by Women Wing for consecutive 3 years every summer

**PERSONAL DETAILS:**

**Nationality:** Pakistani

**Languages:** English, Urdu

**DOB:** 15th Jan 84

**Marital Status**: Single

**Visa Status:** Employed