

# MUBASHAR

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**CAREER SUMMARY**

Over 5 years of experience ability to Perform duties independently under general, minimal supervision within specific assignments; perform budget analysis, preparation and monitoring; research, analyze and make recommendations on administrative, management and procedural practices; write logical, comprehensive, concise reports and correspondence; prepare effective presentations of conclusions and recommendations; establish and maintain effective and cooperative working relationships; acquire subject matter expertise in the functions and activities of the division or other assigned work unit, including applicable laws, rules, regulations, procedures and technical operations; use computer related peripheral equipment; prioritize work efficiently; prepare and analyze financial and statistical data; provide lead direction to subordinate administrative staff; supervise and provide work direction to clerical and technical personnel; develop and train others in following procedures and instructions for administrative activities; effectively represent the division to other divisions, agencies and the public; write clear and concise reports and correspondence; make effective presentations of conclusions and recommendations orally and in writing

**EXPERIENCE**

### Admin Assistant at Rawalpindi College of Commerce, Chakwal Campus (Aug 2014 – May 2016)

### Duties and Responsibilities

* Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.
* Provides assistance and support to the office principal in problem solving, project planning and management, and development and execution of stated goals and objectives.
* Supervises the work of employees in supporting roles, including assigning workload and monitoring employee performance.
* Oversees and facilitates resources management and administration procedures and documentation for the principal.
* 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.
* Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.
* Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.
* 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.
* Oversees the operation of office accounts, and plans and monitors expenditures; as appropriate, develops and/or coordinates budgets for the office and associated accounts.
* 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.
* Assists in the coordination, supervision, and completion of special projects, as appropriate.
* Performs miscellaneous job-related duties as assigned.

**Senior** **Administrative Assistant at Nosherwan Enterprise (Jan 2013 – Sep 2014)**

### Duties and Responsibilities

* Performs administrative and office support activities for leadership team, and under the direction of the Executive Assistant-CEO.
* Screens telephone calls, answers questions, and relays accurate messages in a timely fashion for appropriate follow through.
* Prepares/composes written correspondence for routine inquiries.
* Greets and directs all visitors in the office.
* Handles incoming and outgoing sorting/delivery of mail.
* Coordinates meetings/events/travel; ensures meeting equipment, room setup, and food is coordinated.
* Creates/updates/monitors spreadsheets; assists with preparing reports and presentations.
* Performs general clerical duties such as copying, scanning, and faxing.
* Other duties as assigned.

**Front Officer at Maharaja Hotel (Jan 2012 – Dec 2012)**

### Duties and Responsibilities

* Greet guests and patrons as they arrive.
* Ask if guest have a prior booking.
* Manage the registration process.
* Ask for identification and ensure that the provided credentials and accurate.
* Handle guest check-ins and check outs appropriately.
* Answer queries regarding the hotel services, charges, dining facilities, sports facilities and travel directions.
* Manage accurate accounting of all rooms.
* Compute bills and take payments.
* Provide guests with directions around the hotel.
* Contact housekeeping and maintenance departments when a problem is reported.
* Explain appropriate use of keys and ensure that guests are satisfied with the rooms allotted to them.
* Balance cash at the end of the shift and generate accounting reports for the benefit of the next shift.

**Internship at National Bank of Pakistan (Aug 2011 – Oct 2011)**

### Duties and Responsibilities

* Assist with month- end financial reports.
* Post journal entries
* Help with accounts receivable, payable and bank statement reconciliation.
* Balance sheet reconciliation.
* Work with the finance team on yearly forecasting efforts.
* Manage the monthly tracking of our physical inventory.
* Support the payment processing team.
* Data entry and credit checks.

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**EDUCATION**

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| --- | --- | --- | --- | --- |
| DEGREE | BOARD/UNIVERSITY | PASSING YEAR | PERCENTAGE/GPA | DIVISION |
| ACMA | ICMA Pakistan | Finalist |  |  |
| M.COM | Sargodha University | 2016 | 3.08/4 | First |
| B.COM | Punjab University | 2011 | 60.60% | First |
| I.COM | Rawalpindi Board | 2009 | 64.27% | First |
| MATRIC | Rawalpindi Board | 2007 | 64.82% | First |

**DIPLOMAS AND CERTIFICATIONS**

* English language Course from CSC College of Commerce Chakwal (4 Months)
* Computer Course from Commerce College Chakwal (6 Months)

**KNOWLEDGE, SKILLS AND ABILITY**

* Ability to gather data compiles information and prepares reports.
* Record maintenance skills.
* Ability to use independent judgment and to manage and impart confidential information.
* Ability to analyze and solve problems.
* Strong interpersonal & communication skills and the ability to work efficiently.
* Ability to plan, develop and coordinate multiple projects.
* Organizing and coordinating skills.
* Ability to foster a cooperative work environment.
* Knowledge of general accounting principles.
* Knowledge of human resources administration principles and practices.
* Effective verbal and written communication skills.
* Ability to lead and train staff.
* Word processing and data entry skills.
* Knowledge of office management principles and procedures.
* Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
* Knowledge of administrative policies and procedures as applied to public academic institutions.
* Skills in the use of data base management, word processing, spread sheet and presentation software.