**Muhammad Fasieh(MCS)  
Administrative Assistant**

D.O.B.: 22-SEP-1989

Nationality: Pakistani

Location: United Arab Emirates

**Career Objective**

To enhance my skills through passionate, challenging, career oriented and motivational tasks by working in a dynamic environment in pursuit of communication expertise.

**Professional Summary**

### A highly competent, motivated and enthusiastic administrative Assistant with strong IT concepts with CCNA, Web and graphic certification. Experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

### Currently looking for a suitable position with a reputable company.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:**

**Tenure:**  **April 2014 – June 2016**

**Designations:** **Administrative Assistant**

**Responsibilities:**

Working as part of a team and supporting the office manager. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.

Duties:

* Meeting and greeting clients and visitors to the office.
* Typing documents and distributing memos.
* Supervising the work of office juniors and assigning work for them.
* Handling incoming / outgoing calls, correspondence and filing.
* Faxing, printing, photocopying, filing and scanning.
* Organizing business travel, itineraries, and accommodation for managers.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Updating & maintain the holiday, absence and training records of staff.
* Responsible for purchase orders.
* Creating and modifying documents using Microsoft Office.
* Setting up and coordinating meetings and conferences.
* Involvement in social media implementation.
* Updating, processing and filing of all documents.
* Maintain financial files and records
* Maintain the leave management system
* Supervise completion of the payroll
* Review payroll reports
* Resolve hardware and software issues

**ACADEMIC EDUCATION:**

|  |  |
| --- | --- |
| Feb 2014 | Master's - Master in Computer Science The University Of LahorePakistan with (Grade/GPA) 3.19 |
| Aug 2011 | Bachelor's - B.COM City Commerce College , Faisalabad, Punjab, Pakistan with (Grade/GPA) 2nd  Maintaining the Accounts, Working in Balance Sheet |
| Aug 2009 | Intermediate - I.COM Private, Pakistan with (Grade/GPA) 2nd |
| Aug 2006 | High School – Science Sandal Public School, Pakistan with (Grade/GPA) 2nd |

**CERTIFICATION/ ADDITIONAL SKILLS:**

|  |  |
| --- | --- |
| Dec 2011 | Certification – CCNA UET, Pakistan with (Grade/GPA) A |
| Dec 2011 | Certification - Web Development UET, , Pakistan with (Grade/GPA) A |
| Jan 2009 | Diploma in Graphics Punjab Computer Science InstitutePakistan with (Grade/GPA) A |

**KEY SKILLS AND COMPETENCIES**

* Proficiency in the troubleshooting and resolution of all system user queries.
* Good problem solving skills along with the ability to maintain calm under pressure.
* Basic understanding of PC hardware set-up and configuration.
* A methodical and structured approach to problem solving.

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills.
* Strong organizational, managerial, problem solving, interpersonal skills.
* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Have a good level command over English and Urdu Languages.

**INTERESTS AND HOBBIES:**

* Hobbies include anything to do in arts, music, poetry, reading historical books, philosophy and all religious books. Enjoy and actively participate in a wide variety of sports, political discussions, and creative activities.

### **Computer Skills:**

* Adobe Photoshop cs6, HTML , Microsoft Office, Microsoft Excel, Microsoft Word, Networking, SQL Server, Microsoft Excel, Searching, Window 7.10, Installation, Window server 2003,2008, Resolve hardware & software issues, troubleshooting

**PERSONAL INFORMATION:**

**Religion**  : Islam

**Job Seeker First Name / CV No: 1798500**

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