|  |  |
| --- | --- |
| **SABA RASHID****PERSONAL DETAIL****Date of Birth:** Nov 29, 1991**Nationality :** Pakistani**Status :**  Single**LANGUAGES:** English (Fluent) Urdu (Native) Punjabi (Native) Hindi (Native) | **CURRICULUM VITAE** |
| **Career Summary** |
| I’m articulate, presentable and efficient individual have the capability to devise and maintain effective office systems. I have excellent secretarial, IT and customer service skills, along with a real can do attitude. On a personal level I’m always happy to help out and willing to help where required as a flexible and resourceful problem solver. |
| **PROFESSIONAL EXPERIENCE & ACHIEVEMENTS** |
| * **Administation manager** atenergy concept pakistan **(july,2014-aUG,2016)**
* Over 2years experience in general office coordination and administration work.
* Highly skilled in drafting and typing standard letters and memoranda.
* In-depth knowledge of administration process for the whole organization.
* Hands-on experience in maintaining human resources records.
* Demonstrated ability to distribute mail and maintain files.

**PROFESSIONAL RESPONSIBILITIES*** Maintaining an updated record of the access cards issued to company employees.
* Oversee and supervising the work of junior office staff.
* Sourcing and arranging offsite meetings.
* Organising accommodation and travel bookings for travelling senior managers.
* Managing the office switchboard and transferring calls to the right person.
* Ordering stationery and other office supplies.
* Managing courier deliveries, and the incoming and outgoing post.
* Organising repairs to faulty office equipment.
 |
| **MANAGERIAL EXPERIENCE** | **ACADEMIC BACKGROUND** |
|

|  |
| --- |
| * Able to work independently in a fast paced and rapidly changing environment.
* Build business in new markets and areas.
* Can identify threats as well as opportunities.
* Developing and motivating teams to do better.
* IT literate and proficient in MS Word, Excel, PowerPoint and Outlook.
* Comfortable in dealing with Senior Managers or Executives.
* Developing business relationships through networking.
* Can communicate complex technical data and statistics clearly.
* Ability to win and retain long-term high quality clients as well as recurring business.
 |

 | **PMAS Arid Agriculture University, Rawalpindi Oct-2015**Degree: M.Phil (M.Sc. Hons. Agriculture)Major: Plant Breeding and GeneticsScored: 82% 3.87/4.00 CGPA**PMAS Arid Agriculture University, Rawalpindi July-2013** Degree: Bachelors (B.Sc. Hons. Agriculture) Major: Plant Breeding and GeneticsScored: 80% 3.77/4.00 CGPA**COMPUTER SKILL*** **Operating Systems:**  Windows 9x/ Xp, Statistix 8.1,SAP, Gemstat, mstat
* **Package:** MS Office
 |
| **CO-CURRICULAR ACTIVITIES** |  |
| * Member of the Aridian Life Saver Blood Donor Society
* Member of the National Academy of Young Scientists
* Interne of the Punjab Youth Internship Program
* Member of the Aridian Dramatic Club
* Proctorship in PMAS-Arid Agriculture University
* PEEF Scholar
* Aridian Girl Scout
* Won prizes in flower arrangements
* Won prizes in dramas & other activities
 |  |

**Job Seeker First Name / CV No: 1838592**

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

