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| **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 Genetics  Scored: 82% 3.87/4.00 CGPA  **PMAS Arid Agriculture University, Rawalpindi July-2013**  Degree: Bachelors (B.Sc. Hons. Agriculture)  Major: Plant Breeding and Genetics  Scored: 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**

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