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| --- | --- |
| **Personal Information:*** Date of Birth: 08-Feb-1985
* Nationality: Pakistani
* Marital status: Single
* Religion: Islam
* Email id:

Samina.333869@2freemail.com **Visa Status*** Visit Visa

**Languages known:*** English, Hindi, Urdu and Punjabi (Speak)
* English, Urdu (Write, Read).

**Area Expertise:*** Customer Service
* Coordination
* Document Management
* Office IT Skills
* Planning
* Maintaining Reports
* Management
* Insurance
* Tele Sales Marketing
* Team leading
* Administration
* Quotations prepare
* Product Handling
* Data Entry operator
 | **SAMINA** Al Fahidi, Dubai. Contact No: +971504753686 / +919979971283Email: samina.333869@2freemail.com **PROFILE:** 1 and half year experience of UAE and 3 Years of extensive experience of Unit Manager who has a successful sales track record in EFU LIFE ASSURANCE LTD.1 year experience of UBL result oriented professional. Looking for an Administration Officer, Assistant Compliance officer, receptionist, making use of diverse skills in customer service and office management in a highly dynamic work environment. **WORK EXPERIENCE:** **COMPLIANCE OFFICER****MARY GOLD INSURANCE BROKER LTD, DUBAI (6Months)*** Perform as an administrator and compliance officer all insurance broker documentation, correspondence, accounts, dealing with other clients and companies.
* Self-Management, Policies, processes systems and procedures.
* Advice and Guidance act as a subject matter expert to employees providing guidance.
* High lighting instances of non-compliance to Branch Management to enable timely rectification.
* Maintain an updated compliance reporting calendar including reporting formats, periodicity and due dates, and monitor compliance with the requirements.

**LBC International Building**  **Contracting Company L.L.C** **Assistant Manager (2016) Dubai.****Responsibilities:** * Manage administration tasks for Committee meetings, including compiling agendas, recording minutes and drafting correspondence based on meeting outcomes.
* Reported directly to the owner.
* Making quotations, documentations and record keeping.
* Hold as assistant operational manager of cleaning & Interior Design Company.
* Strategy Planner. Market researcher
* Responsible for maintaining system of internal controls.
* Computing and controlling Material.
* Preparing management payroll.
* Preparing invoices and keeping track of overdue accounts.
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**EFU LIFE ASSURANCE LTD**

**Unit Manager (July 2013 – Jan 2015)**

* Ensure effective management and control of field force comprising of Professional Service Representatives.
* Developing area sales forecasts and achievement of assigned area sales targets on quarterly and yearly basis, through innovative and customer-focused programs and initiatives.
* Effective and timely implementation of the
* Company’s policies and procedures in the field.
* Hire, train and retain competent salespersons ensuring optimal utilization of both human and material resources in the field to meet
* Company’s sales.
* Responsible for planning, organizing and conducting periodic meetings for internal & external customers.

**United Bank Limited Accounts Holder**

**Accounts Opening & Remittances (2009 to 2010)**

* Accounts opening deposits certificates
* Enter in registered maintained record.
* Issuing the cheque book.
* Issuing certificates of saving accounts scheme.
* Mainly deposits, Bills, Remittance, cash, clearing, accounts and advances.
* Responsible Account holding and accounts opening with KYC.
* Remittances and cash maintain.
* Checking vouchers, bank clearing and payments.

**ACADEMIC QUALIFICATION:**

* MBA from Allama Iqbal Open University Islamabad. [2009-2012]
* Bachelor of Art from IUB. [2007-2008]
* Hafiz-e-Quran. [2003-2006]
* Intermediate Board of Intermediate & Secondary Education, Bahawalpur. [2000-2002]
* Matriculation Board of Intermediate & Secondary Education, Bahawalpur. [1998-2000]

**KEY SKILLS:**

* Experienced of drafting legal documents.
* Able to understand to need of different types of business.
* Thorough command on MS-Office especially on Word, Excel, PowerPoint.
* Good command in communication Power.
* Prominent personal traits are honesty, justice and patience.

**HOBBIES:**

* Listening to Music.
* Learning new things.
* Playing Badminton.
* Visit New Places.

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office (**All versions, MS Word, MS Power Pointand MS Excel).
* **MS Excel** (Ms Formulae, Reports Automation,Macros, Presentations).
* **Hafiz e Quran** Jamia Islamia Bahawalpur).

 **DECLARATION:**

 I hereby declare that the above Information given is true and best my Knowledge.

 **(Samina)**