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| **Sikandar Iqbal – 2010096**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |

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DOB: 21st November, 1990

Nationality: Pakistani

Dubai, UAE

# Objective

A result oriented and self-driven business professional with diversified skill sets who wants to acquire a challenging position in an organization, by being a team player to contribute my share for its strategic growth.

**Career:** Highly recognized in the community, I can meet the challenges that your company will entrust me. I am a recognized expert in my field.

# Key Skills:

# Administration / Office Management

# Accounting and Finance

# Personnel Management / PRO related work

# Sales Reports and Reporting to Manager

# Software Proficiency

* MS Windows 10
* MS Office 2013
* MS Visio- Basic
* MS Project.

# Education

# Master of Economics 2013-2014

# University of Sindh, Jamshoro, Pakistan

# Becholars in Telecommunication (Currently Pursuing) 2012- Present

# Sir Syed University of Engineering, Karachi, Pakistan

# Becholar of Commerce 2010-2012

# University of Sindh, Jamshoro, Pakistan

# Experience

**Public Relation Officer 2015-Till date**

* Managing public relation work such as processing visa, renewal of licenses, rental agreements and travel arrangements for staff.
* Managing daily routine problems or issues relates to PR and Administration.
* Managing all office admin issues and new office task/assignments.
* Manage local & International office courier expenses, also manages office petty cash expenses.
* Handling Office correspondence, Email Fax and filling.

**Sales Admin**  **2014-2015\_\_\_\_**

**SNC Group Inc.**

* Keeping a track of daily and monthly business sourced by the sales team.
* Organizing various reports according to the requirements of the management to accumulates the sales as per team/staff.
* Monitoring the staff’s daily activities to track sales done by each team/staff.
* Process the documents while using system based applications to ensure all the documents are error-less and are complying with the procedures set.
* Tracking discrepancies in invoices and payments and resolving on priority to clear queues.

# INFORMATION

* Languages Known Proficiency

English Good/ Written & Spoken

Arabic Basic/ Reading and writing

Urdu Excellent / Mother Tongue/ Reading Writing/ Spoken

* Driving License

# Hobbies

Playing cricket, football, Snooker and reading books, surfing internet.

# References

To be furnished upon request.

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