COVER LETTER

I am writing to inquire any vacancies in your company. I enclose my CV for your information.

As you can see, I have had extensive vacation work experience in office environments, the retail sector and service industries, giving me varied skills and the ability to work with many different types of people. I believe I could fit easily into your team.

I am a conscientious person who works hard and pays attention to detail. I'm flexible, quick to pick up new skills and eager to learn from others. I also have lots of ideas and enthusiasm. I'm keen to work for a company with a great reputation and high profile like [GEO TV, HUM TV, with Jebel Ali Free zone UAE experienced].

I have excellent references and would be delighted to discuss any possible vacancy with you at your convenience. In case you do not have any suitable openings at the moment, I would be grateful if you would keep my CV on file for any future possibilities.

Yours sincerely

**Farina**

**Farina.336873@2freemail.com**

Masters in International Relations

Bachelors in Arts and Humanities and Diploma in Business administration

Resident: Dubai, UAE

Visa Status: Employment

**Profile:** I am an experienced individual who is looking for a job to secure a position with a stable and profitable organization, where I can be a member of a team and utilize my Professional experience to the fullest. Due to my competitive nature I am looking for work in a fast paced environment. I have great experiences in **Administrations Department** as having well know how of the Microsoft office. I can adapt to new changes, remain calm and reacts positively to challenges.

**Employment & Experience:**

**September 2015 – Present Intersel Dowding and Mills FZCO Jebel Ali (U.A.E)**

**Job Title: Executive Admin Assistant**

**Keys of Responsibilities:**

* Reading, monitoring and responding to the email,
* Answering calls and handling queries
* Preparing correspondence on your boss's behalf,
* Delegating work in your boss's absence,
* Liaising with staff, clients, etc.,
* Managing your s electronic diary,
* Organizing meetings, travel and preparing complex travel itineraries,
* Attending meetings
* Writing minutes,
* Planning, organizing and managing events,
* Conducting research on the internet,
* Writing reports, executive summaries, newsletters,
* Preparing presentations,
* Preparing papers for meetings,
* Managing and reviewing filing and office systems,
* Preparing updates for intranet,
* Typing documents,
* Sourcing and ordering stationery and office equipment,
* Managing projects,
* Maintain Attendance Record daily basis
* Create final and initial report for workshop jobs
* Booking couriers

**April 2014 – August 2015 HUM TV Network Karachi Pakistan**

**Job Title:** Coordinator to COO **/ Admin Assistant**

**Keys of Responsibilities:**

* Letter writing
* dealing with telephone and email enquiries;
* creating and maintaining filing systems;
* scheduling and attending meetings, creating agendas and taking minutes - shorthand may be required;
* keeping diaries and arranging appointments
* sorting and distributing incoming post and organizing and sending outgoing post;

Arranging in-house and external events

**September 2013 April 2014** STO Dubai, United Arab Emirates

**Job Title: Working As Computer Operator/ Admin Assistant**

**Keys of Responsibilities:**

* Visa, Labour, Immigration, Tasheel , Visa Stamping Cancellation, Typing English Arabic
* Maintaining spreadsheets and databases
* Answering the phone
* Photocopying, faxing and franking
* Managing the post
* Maintain filing

**From 2009- 2013** Geo Television Network Karachi, Pakistan

**Job Title: Transmission Monitoring Officer**

**Keys of Responsibilities:**

* Making and finalize Cue Sheet of Geo News, and other beams
* Scheduling and making record of all programs, commercials and promos.
* Maintain all the Record as per network procedure.
* Coordinate with Transmission for live shows and other related issues
* Media planning, Live transmission, Monitor & compare breaking news alerts with central monitoring Cell.
* Monitor technicalities of all beams of transmission
* Monitor Errors during transmission, Monitor live transmission rundown.
* Monitor and handling Crew mistakes during transition.

**From 2007- 2009** International Shipments at ARAMEXSMS Karachi Pakistan

**Job Title: Receptionist and Customer Services Executive**

**Keys of Responsibilities:**

* Deliver excellent customer service, at all times
* Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail
* Administer all reservations, cancellations and no-shows, in line with company policy
* Keep up to date with current promotions and hotel pricing, to provide information to guests, on request, while maximizing bedroom sales opportunities
* Provide reports, as required, for housekeepers and management
* Be responsible for evacuation, in cases of emergency, acting as first point of contact for guests and the emergency services

**From 2005- 2007** ARY Communication / Television Network Head Office Karachi Pakistan

**Job Title: Customer Services Representative**

**Keys of Responsibilities:**

* Deliver prepared sales talks, reading from scripts that’s describe products or services, in order to persuade potential customers to purchase a products or service to make a donation
* Contact businesses or private individuals by telephone in order to solicit sales for goods or services, or to request donations for charitable causes.
* Maintains database by entering, verifying, and backing up data.
* Keeps equipment operational by following manufacturer's instructions and established procedures; notifying team leader of needed repairs.
* Maintains quality service by following organization standards.
* Maintains technical knowledge by attending educational workshops; reviewing publications.
* Contributes to team effort by accomplishing related results as needed.

**Qualification:**

* Diploma in Business Administration (DBA)
* Bachelor Degree in Arts and Humanities
* Intermediate in Arts and Humanities
* Matriculation in Science Group

**Computer Skills**

* Diploma in information technology
* MS Office, Outlook, Excel, Word, Power Point
* Typing Courses , English, Urdu, In-page, Arabic
* Process Management
* Good social networking
* Relationship building
* Customer Relations/ Best services.
* Admin Management
* Journalism/media sciences

**Certifications and Trainings**

* Certification course “Service Quality” City Bank Pakistan
* Certification course “Media Networking communication” GEO TV
* Certification course “Event Management “
* Certification courses “Interior Designing”

**Personal Profile**

Marital status: Single

Religion: Islam

Languages: English, Sindhi, Urdu

Nationality: Pakistani

Excellent References are available on request