# Ghulam Shabbir

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**Personal summary**

# A forward thinking and much experienced administrative assistant, possessing drive, ambition and ability. Having a broad knowledge of organizing, managing and supporting the day to day activities required for running an educational institution. Flexible with strong team-working skills able to work individually or as part of a group. Involved in a wide variety of tasks in areas such as admissions, resource planning and recruitment. Excellent organizational skills gained through all-round administrative experience.

**Now looking for an opportunity for personal development and career progression with a reputable organization.**

**Key skills and competencies**

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| --- | --- | --- |
| ∙Supervising | ∙Office Procedures | ∙Record Maintenance |
| ∙Staff Training | ∙Report Production | ∙ Travel Arrangements |
| ∙ Letter Drafting | ∙Customer Services | ∙ Supplies Management |
| ∙Meeting Minutes | ∙ Events Coordination | ∙ Correspondence Handling |

***Technical Experience***

***Office Equipment*** ∙Photocopier ∙Fax Machine ∙Scanners ∙General Office Equipment

***Computer*** ∙MS WORD ∙ MS EXCEL ∙MS POWERPOINT∙INTERNET ∙INTRANET

**Areas of expertise**

***Administrative Assistant***

***Islamabad Law College, Islamabad.*** (September 2013 to December 2016)

∙ Determine and launch office procedures.

∙ Record and prepare minutes of meetings.

∙ Order workplace supplies and maintain record.

∙ Organize travel schedules and book reservations.

∙ Schedule and verify appointments and meeting of Principal.

∙ Set up and uphold manual and automated information filing system.

∙ Supervision of undergraduate and postgraduate admissions and exams.

∙ Ensuring that examination papers are drafted within the appropriate timescales.

∙ Providing dedicated support to the academic staff across a range of activities like teaching programme administration and discipline-level organisation.

∙ Prepare record, check over and proofread correspondence, invoices, Presentations, brochures, publications, reports and relevant material.

∙ Open and distribute incoming regular and electronic mail and other material and co-ordinate the flow of information internally and with other departments and organizations.

***Document Controller cum Receptionist***

***K.S Legal services & consultancy Faisalabad*** (May 2007 to August 2011)

***Rathor International (PVT) Ltd. Faisalabad*** (September 2011 to August 2013)

∙ Manage site office, stationery, furniture, IT, etc.

∙ Collect all expenses claims and send to head office.

∙ Maintaining good working relationships with subcontractors.

∙ Maintain attendance register by manual and biometric system.

∙ Having the ability to deal positively with changing circumstances.

∙ Coordinate with head office for all employee Admin & HR matters.

∙ Greeted visitors, determine nature of dealing and send visitors to correct person.

∙ Compiled data, statistics and supplementary information to maintain research activities.

∙ Answered and forwarded telephone calls and electronic enquiries and message to appropriate person.

***Academic Qualification***

* **Post Graduate Diploma in Human Resource Management (Result Waiting)**

*Allama Iqbal Open University Islamabad, Pakistan****.***

* **Bachelor of Arts (2013)**

*Al-Khair University AJK, Pakistan*.

* **Civil Surveyor Certificate (2013)**

*Punjab Board of Technical Education, Lahore, Pakistan.*

* **Diploma In Education (2011)**

*Allama Iqbal Open University Islamabad, Pakistan*

* **Higher Secondary School Certificate (2006)**

*Board of Intermediate & Secondary Education, Faisalabad, Pakistan.*

* **Secondary School Certificate (2002)**

*Board of Intermediate & Secondary Education, Faisalabad, Pakistan.*

***Personal Details***

Nationality : Pakistani

Marital Status : Single

**References: Can be furnished if required.**