UBAID (Visit Visa)

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* ***Can Join immediately***

•4Years’ Multitasking Experience

**Personnel Summary:**

A highly resourceful, flexible, innovative, & enthusiastic individual who possesses a considerable amount of knowledge regarding recruiting and office procedures. A quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of secretarial activities. Well organized and an excellent team player with a proven ability to work proactively in a complex and busy office environment.

***As Public relation officer:***Achieves marketing and sales operational objectives by contributing marketing and sales information and recommendations to strategic plans and reviews. Preparing and completing action plans.Accomplishes marketing and sales objectives by planning, developing and implementing.

***•Customer Satisfaction •Managing Customer Data •Email Handling •Customer Secrecy • Managing Expectation • Resolving Problems***

***As Chief Project Coordinator****:* A results driven, self-motivated & resourceful Chief project coordinator with in depth understanding of all aspects of project coordination and implementation. Experience of supporting the delivery of new and existing products & business enhancements that enable individuals and organizations to improve the quality and productivity. Well presented with excellent communication skills and having a commercial approach to solving problems and developing business.

**•*RiskManagement •Quality Assurance •Performance Reviews •Execution Planning •Project Management •Organization, Planning and Priority setting***

***Right now looking for any suitable positionwith a company that has a unique spirit and which not only believes in giving people the freedom to do a great job, but will also supports them in achieving their future ambitions.***

Professional Experience:

***Bank Alfalah*** *August 2015 -Present*

Bank Alfalah Limited is a private bank in Pakistan owned by the Abu Dhabi Group. Bank Alfalah was incorporated on June 21, 1997 as a public limited company under the Companies Ordinance 1984. Its banking operations commenced from November 1, 1997. The bank is engaged in commercial banking and related services as defined in the Banking companies ordinance, 1962*.*

* *Achieves marketing and sales operational objectives by contributing marketing and sales information and recommendations to strategic plans and reviews.*
* *Preparing and completing action plans.*
* *Customer-service standards and resolving problems.*
* *Accomplishes marketing and sales objectives by planning, developing, implementing*.

***Greenacre AssociatesConsultancy firm UK(British High Commission Project)****May2013- Mar2015*

**Greenacre associates**are the leading Global Consultancy on Non-profit government organization regulation, policy, capacity building, and governance and due diligence*.****Worked as Chief Project Coordinator:***Overseeing and coordinating the day to day running of projects by assisting project managers and senior managers. Also involved in the development, updating and monitoring of business and action plans.

* *Assisting and supporting the Project Manager in their daily duties.*
* *Ensuring that relevant management information is captured and analyzed.*
* *Providing project support to senior Project Managers.*
* *Reviewing the efficiency and effectiveness of service delivery.*
* *Acting as administrative support to Project Managers and Directors on projects.*
* *Identify, analyze, prioritize, mitigate and communicate project risks.*
* *Helping the Contract Manager with the development of operating procedures*.
* *Writing up documentation for safety procedures.*
* *Communicating with project manager to report on project status.*
* *Involved in Coordinating projects from inception to completion.*
* *Developing training and briefing material for staff.*
* *Leading and organizing a team.*
* *Keeping in close contact with key project members and decision makers.*
* *Involved in interpreting performance data and translate this into practical improvements*

Abilities and Area of Specialization:

***Chief Project Coordinator:***

* *Self-motivated with a flexible attitude, and be able to adapt quickly to change.*
* *Leading, engaging and building confidence in project staff.*
* *Having exceptional interpersonal, communication and motivational skills.*
* *Proven ability to stay within approved budgets, schedules & achieve objectives*.

***Business Development Officer:***

* *Ability to communicate effectively with a wide range of clients.*
* *Proven aptitude for dealing with clients complaints.*
* *Extensive knowledge of Microsoft Office, Excel and Lotus Notes.*
* *Experience of working in a busy, inbound call Centre environment.*
* *Dealing with clients Face to Face.*
* *Fully aware of the importance of data security and relevant legislation.*
* *Prospecting for sales leads.*
* *Able to identify and act upon potential sales opportunities*.

Professionalism:

* **Planner, Organizer, Strategic Marketing, Target Oriented** & **Multitasking**.
* *Able to react quickly and effectively when dealing with challenging situations.*
* *Strong Communication skills with strong business related knowledge.*
* **MS Office:** *MS Word, MS Power Point, MS Excel*.
* ***MonitoredTrainings****on Topic* ***“Capacity Building”.***
* ***Team leader***
* ***Trainer***
* *Project Management*
* *Leadership*
* *Networking*
* **Hardware and software skill:**
* *I have a very good working experience of all kinds of computer hardware and software.*
* *I have a practical and sound knowledge of troubleshooting all hardware and software.*
* **E-marketing:**
* *Using the new and global technologies for marketing a business.*
* *Using all print media, digital media and online marketing tools*.
* **B 2 B Communications:**
* *Using the internet and email services to meet the daily B 2 B global requirements.*
* *Using B 2 B to reduce the perceived risk for the buyer and help to sell the brand.*

Interpersonal Skills:

* *Able to work closely with other professionals as part of a team.*
* *Ability to pick up new skills and knowledge quickly.*
* *Can function in a fast-paced environment.*
* *Thinking laterally to create options and solutions.*
* *Positive ‘can do’ attitude towards work.*

Education:

* **Master of Business Administration** *from Sarhad University Islamabad, Pakistan*.
* **Bachelor in Commerce** *from Punjab University Lahore, Pakistan.*
* **Intermediate Fine Arts***from Federal Board Islamabad, Pakistan.*
* **Matriculation:** *(Science) from Federal Board Islamabad, Pakistan*.

Languages:

* English: Communicate clearly and concisely, both orally and in writing.
* Urdu, Hindi, Pashtu and other local Languages of subcontinent.
* Arabic: Learning as a Beginner. Can read

Personal Information:

* Date of Birth: 16 April 1987.
* Marital Status: Married.
* Nationality: Pakistani.
* Visa Status: Visit Visa

Reference:

* Will be provided upon Request.