Post Applied for Administrator/ Coordinator

Muneeb

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1. Objective:

To pursue a career in a leading organization where in, I can polish my skills, show my dynamism and achieve my goal to become a professional expert. I am reliable, dynamic, trustworthy and meticulous. I am able to work on own initiative or part of a team and can deal with all kind of duties competently.

1. Personal Information:
* Full Name: Muneeb
* D.o.B: 21-03-1996
* Religion: Islam
* Marital status: Single
* Nationality: Pakistani
* Passport issue date: 15 Sep 2015
* Passport expiry date: 13 Sep 2020
* Visa status: Employ Visa
* Languages: English, Urdu & Punjabi
1. Documents & Certification:



3 years Diploma of “Civil Engineering” conducted at Government College of Technology Rawalakot A.J.K.

15 Days Computer “Typing” Course conducted at (Zabeel International Institute of Management & Technology Abu Dhabi) 23rd March 2016 to 7th April 2016.

1. Week “Medic First Aid” Course conducted at Health & Safety Institute Abu Dhabi.

“English language” course from Pearl Informatics Institute of Professional Studies.

3 months Certificate of “MS Excel, MS WORD” from “Pearl Informatics Institute of Professional Studies.

1. Professional Experience: Total 3 Years’ Experience

** Working as a Marketing Coordinator at Al Jaber Heavy Lift & Transport L.L.C Abu Dhabi from mar 2016 to till date.

Worked as marketing executive at Descon Engineering & Constructions Pakistan.

Worked as Senior Admin at Siemens Engineering & Construction, Pakistan.



Worked as a sales officer at Ali Akbar & sons in Pakistan.

1. Professional skills:
* Auto CAD 2D & 3D.
* Ms-excel.
* Ms-powerpoint.
* Ms-word.
* Ms-access.
* Strong organizational and time management skills.
* Excellent verbal and written communication abilities.
* Proficiency with MS Word and MS Excel.
* Strong sense of discretion and professionalism.
1. Roles & Responsibilities:
* Manage the schedule for all company conference and meeting rooms, ensuring that executive meeting needs are always met.
* Ensure that all company-wide internal correspondence is distributed as paper memos and also posted on the company intranet.
* Maintain the stock levels for office and break room supplies and submit purchase requests to management when necessary.
* Coordinate and plan company social events that take place during and after business hours.
* Answer phones and greet and direct visitors appropriately.
1. Declaration:

I hereby declare that particular specified abovementioned information is true and correct to the best of my knowledge and believe. Will be provided on demand.

 Applicant Signature

 Muneeeb