[SITARA.359069@2freemail.com](mailto:SITARA.359069@2freemail.com)

SITARA

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| **Career Vision** |

Attain a growth-oriented position where abilities, education and potential can be must productively utilized towards achievements of the company and personal goals. Seeking a challenging position to polish professional career for better utilization of my multidisciplinary experience in customer services, client relationship management ,project commissioning, FOH/BOH office operations. Ambitiously motivated for an opportunity that can provide me with the tools to develop an innovative approach to continuous learning, consequently enabling me to navigate changes and deliver the results.

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| **Professional History** |

**KAMAL TEXTILE MILLS: FROM 2007 TO 2010**

* Coordinated with account manager and lab manager
* Performed various secretarial/clerical duties such as documenting,photocopying, faxing, mailing, and organizing filing system
* Interacted with organizational staff, executives, clients, vendors and visitors on a daily basis

**ADMINISTRATIVE ASSISTANT**

**UNIQUE PHARMA: FROM 2010 TO 2012**

**OFFICE ASSISTANT AND ACCOUNTANT**

* Took care of staff office space, weekly schedules, travel reports, phones, parking, [CREDIT](http://www.job-interview-site.com/administrative-assistant-resume-sample.html) cards and office keys
* Maintained the office database – retrieved and organized information for individual [EMPLOYEES](http://www.job-interview-site.com/administrative-assistant-resume-sample.html) and clients.
* Created spreadsheets and presentations for corporate executives
* Purchased office equipment and supplies – contacted vendors and subcontractors.
* Filed and recorded corporate documentation, electronic files, [INVENTORIES](http://www.job-interview-site.com/administrative-assistant-resume-sample.html) and reports

**MALLARD PHARMACEUTICALS(Pvt)Ltd FROM 2012 TO 2014**

* To perform assistant accountant with company grade (EX-4)
* Coordinated with account manager and lab manager
* Performed various secretarial/clerical duties such as documenting,photocopying, faxing, mailing, and organizing filing system
* Interacted with organizational staff, executives, clients, vendors and visitors on a daily basis

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| **Extra Qualification** |

1. Attended professional training program on "Future challenges for Pakistani Industries" organized by NPO (National Productivity Organization) Pakistan at Multan chamber of commerce & industry.

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| **Academic Qualification** |

**MA ENGLISH 2003**

**Bahauddin Zakariya University Multan Pakistan**

**Majors: PHONETICS,Linguistics,English Grammer**

**MBA FINANCE 2008**

**Majors, FINANCE, ACCOUNTING**

**PGD: Post Graduate Diploma in Business & Industrial Mathematics and Computer Programming From Bahauddin Zakariya University Multan, In 2004**

**INTERNSHIP TRAINING PROGRAM FROM NATIONAL BANK OF PAKISTAN**

**Majors:**

* **Advances**
* **Foreign exchanges**
* **Bills**
* **Account opening**
* **Deposit**
* **Remittance**
* **Clearing section**
* **Retail & consumer banking**

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| **Skills** |

* Educational Premises Aadministration, HR Policies & Planning,Compensation & Benefits
* Training & Development,Employ Relation, Standardizing Policies/Procedures
* Documentation & Filing, Employee Database Management
* Data/Information Management, Critical Thinking, Ability To work Under Pressure
* Basic financial Management, Budgeting, Contract Negotiations
* Problem Solving, Team Building, Leadership, Supervision, Analytical Ability
* MS Word, MS Excel, Power Point, Editing

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| **Known Languages** |

* Urdu Read, Write, Speak
* English Read, Write, Speak

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| **Personal Profile** |

: Munir Akhtar

* Date of Birth : 12th March. 1976
* Marital Status : Single : Single
* Nationality : Pakistani
* Visa Status : Visit Visa

: Pakistani

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| **References** |

Will Furnished on demand