[361312@gulfjobseekers.com](mailto:361312@gulfjobseekers.com)



**SKILLS**

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| * Hands on experience in Microsoft office Package. * Administration & Office Management * Planning, Organizing & Coordinating capabilities. * Good communication & Multi-tasking * A team Player with high level of dedication |

**WORK EXPERIENCE**

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| ***Blue Light Industry LLC (Trinity Holdings)- Dubai, UAE (Oct-2015- Present )*** | |
| ***Key Responsibilities*** | ***Admin Coordinator***   * ***Generate & Execute Delivery orders, purchase orders & Invoices.*** * ***Prepare & Handle reports on overall production and dispatch.*** * ***Prepare quotations, receipts & other documents.*** * ***Provide administrative support to the General Manager of Division & Sales department.*** * ***Control the office assets; provide needful support to other departments.*** * ***Maintain Customer sample information & circulate to relevant department.*** * ***Assists HR manager for accomplish HR task & Duties.*** * ***Carrying administrative duties such as filing, typing, copying, scanning, Manage files, record systems, office supplies and inventory etc.*** * ***Prepare correspondence, reports, forms, vouchers and specialized documents related to unit requirement.*** * ***Creating and modifying monthly reports on production and dispatch planning.*** * ***Establish files & distribute all incoming mails/faxes/memos & internal correspondence.*** |
| ***The Initiators-Lhr, Pakistan*** | |
| ***Key Responsibilities*** | ***Assistant Admin Officer***   * Update Trello Boards for coordination, work distribution & Records of all projects * Conduct market research and analyze data for appropriate outcome and implementation (Surveys & Pilot testing) * Assist with gathering and summarizing financial information & producing report for project * Record details of inquiries; maintain office files, complaints and actions taken. * Other duties as assigned by the project manager to contribute the growth of the department and office |

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| ***Petro-Tech Energy Solutions-Lhr, Pakistan.*** | |
| ***Key Responsibilities*** | ***Sales & Marketing Executive***   * Cold calling & prospect for new business, Gathering market and customer information * Writing reports, Analyzing price, demand & competition in market * Make accurate and rapid cost calculations and provide customers with quotations * Performing job-related duties as necessary. * Responsible to Develop & maintain reports |
| ***Project Based Experience***   |  |  | | --- | --- | | ***Noor-E-Ahad-Lhr, Pakistan.*** | | | ***Key Responsibilities*** | | ***Supervisor***   * Plan, schedule and set targets for teams * Hire all the staff required for completion of project * May arrange for office equipments * Supervise and coordination with all shift supervisors * Check all shift reports and set meetings * Follow all the standards of company policy * Identify staff development as well as training needs ensures that training is obtained * Perform other duties as assigned by Project manager |      |  |  | | --- | --- | | ***Noor-e-ahad– lhr, pakistan.*** | | | ***Key***  ***Responsibilities*** | ***Shift Supervisor***   * ***Maintain clean and organized environment and when necessary*** * ***Assists in distribution of duties*** * ***Establishes positive communication among all team members*** * ***Provide techniques and guidance to enhance their data entry speed and motivate them towards achieving targets*** * ***Allocate targets to teams on daily basis*** |  |  |  | | --- | --- | | ***Noor-e-ahad– lhr, pakistan.*** | | | ***Key***  ***Responsibilities*** | ***Data Entry operator***   * ***Sorting, sequencing and entering text based & numerical data*** * ***Achieve assigned targets*** * ***Daily reporting to Shift supervisor*** | | | |
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**PROFESSIONAL QUALIFICATION**

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| **DEGREE** | **YEAR** | **INSTITUTE/UNIVERSITY** |
| ***BBA (Marketing)*** | ***2010-2014*** | ***Superior University Lahore*** |

**PROJECTS & ACHIEVEMENTS**

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| * *Worked as District Coordinator (RWP) 6th QAT FAS Program of* ***Punjab Education Foundation (PEF).*** * *Attended 3 days training on a module of* ***CAPM certification*** *by Certified (PMP) Mr. Ahsan project Manger in Warid Telecom.* * *Worked as a Field researcher with* ***Sidat Hyder Murshed Associates*** *on a Project of* ***PSDF*** *(Pakistan skills development funds) on Footwear industry of Pakistan.* * *Field work of customer satisfaction survey with* ***Startex Marketing services*** *as well as* ***Oasis Insights****.* * *Worked as Steward in Punjab Youth festival 2014 and 2015.* * *Organized* ***CEO forums*** *in superior university.* * *Certificate of participation in Brand activation of “****Daily Nai Baat”*** *as a team leader.* * ***Team leader*** *in the 6th QAT FAS Program of* ***Punjab Education Foundation (PEF).*** * *Attended a four days training on* ***“Social action project”*** *by* ***Mr. Baber*** *at Superior University Lahore. A project by* ***British Council*** *and* ***Channan Development Association,*** *Initiated welfare organization named as* ***AASRA Welfare Foundation.*** * *Position Holder in 1st, 3rd, 5th, 6th semester during Bachelors.* |

**LANGUAGES KNOWN**

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| * ***Fluent in ENGLISH speaking, reading & writing.*** * ***Fluent in URDU speaking, reading & writing.*** * ***Fluent in PUNJABI speaking, reading & writing.*** |