361312@gulfjobseekers.com



**SKILLS**

|  |
| --- |
| * 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**

|  |
| --- |
| ***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
 |

|  |
| --- |
| ***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***
 |

 |
|  |

**PROFESSIONAL QUALIFICATION**

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

**PROJECTS & ACHIEVEMENTS**

|  |
| --- |
| * *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**

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