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**Zeeshan

Email:** **Zeeshan.362125@2freemail.com**

 **OBJECTIVE**

To seek placement within a reputed, progressive organization in the department of Human Resources Administration, in order to utilize my experience and skills, hands-on expertise & extensive knowledge to the benefit of the organization I will work for and the development of my entire self.

 **A R E A S O F E X P E R T I S E–**

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| **Effective organizational skills** | **proficient in Ms. Office package** | **Ability to maintain confidentiality** |
| **Administrative support** | **Excellent handling of software**  | **Fast learner, honest & hardworking** |
| **Great Managerial Assistance**  | **Meeting Planning** | **capable of self-motivating** |
| **Internet, email, networking** | **English & Arabic typing skills** | **office equipment handling I.e. fax , photocopy printers** |

**P R O F E S I O N A L E X P E R I E N C E**

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**TABARAK Commercial Investment LLC - (ABU DHABI - UAE**

**As: - Executive Assistant (December 2015 – Present)**

**RESPONSIBILITIES:**

* Managing 60 residential units consisting of houses and apartments and more than 160 storage units.
* Recording financial transactions and other account information to update and maintain accounting records.
* Solicit and evaluate bids for contract services.
* Oversee the marketing/leasing staff to ensure that management's goals are met.
* Responsibilities include: Performing employee evaluations, evaluating credit and rental history of all new applicants, verifying all income and assets of applicants to ensure they met the resident selection criteria and reviewing rental applications for approval or denial, and solving employee and resident issues.
* Active in coding invoices and entering into the accounting system for payment, posting all journal entries and preparing bank deposits, and processing security deposits.
* Responsible for all on-site collections, filing the necessary legal documents for non-payment of rent, and appearing in court for all legal matters.
* Duties included: Screening rental applicants, meeting with prospective tenants to show properties, explaining terms of occupancy, preparing lease agreements, inspecting properties and preparing work orders for contractors, compiling reports showing accounts payable and receivable and processing payroll.
* Handling business administration responsibilities including drafting correspondence, preparing newspaper ads, and fielding inquiries.
* Installing new computer software and entered property information into database for easier method of creating and tracking work orders given to contractors.
* Modifying existing lease agreements and notices using Microsoft Word and set up tenant database system for more efficient creation of documents.
* Demonstrating to owner/manager how to create documents using the redesigned forms and database so leases could be printing when I was out of the office.



 **Al Baraka Commercial Brokerage** (Abu Dhabi – UAE)

 **As: -An Computer Operator** (**Nov 2013 – Nov 2015)**

**RESPONSIBILITIES:**

* + - * Performing duty on Main reception also providing support to administration department such as managing a multi-line switchboard, responds to routine telephone inquiries, greeting and assisting all visitors, resolving and referring a range of administrative issues.
			* Handling office reception and routine office work such as checking emails etc.
			* Maintaining a log of all incoming and outgoing fax, mails / e-mails and answering or directing them accordingly.
			* Maintaining database and personnel files for 14 other companies of sponsor.
			* Preparation of different kinds of letters i.e. Arabic & English appointment letters, experience certificate, salary certificates, N.O.C letters etc.
			* Maintain adequate office materials and stationary required to service the administrative requirements of the department.
			* Keeping database of renewal schedules of the rent agreements and contracts.
			* Preparing application for health insurance policies for the group and personals.
* Installing, configuring, troubleshooting and maintaining the functionality of company’s workstation, including Net-working, hardware, software, and operating system.
* Preparing the letters & forms, including new hire, salary/title changes, promotions, transfers, terminations etc.
* Compiling documents for employment visa – labour card –trade license etc.

 **A D D I T I O N A L I N F O R M A T I O N**

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| **General Education** | * Ms. Office Certification From SCS Computers (2012)
* B.COM (Commerce) From University Of Sindh Jamshoro Sindh (2010). ( Attested )
* HSC (Commerce) From Government Degree College Shahdadpur Sindh (2008).
* SSC (Science) From Board of Intermediate & Secondary Education Mirpur has Sindh (2006).
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| **Pc Skills** | MS Office 2013, Adobe Photoshop, outlook express, adobe acrobat, troubleshooting, internet etc. |
| **Date of Birth** | January 3rd 1991  | **Marital Status** | Single  |
| **Visa Status in UAE** | Employment visa ( Transferable)N.O.C can be obtained  | **Languages Known** | English, Arabic, Hindi, Urdu & Sindhi |