**Maria**

**Maria.363284@2freemail.com**

**Objective:**

Seeking to establish a career with an organization where I could use my education and experience to the maximum excellence.

**Experience:**

**Office Assistant**

**Private Sector, Larkana Pakistan**

* Maintained office service by organizing office operation and procedures, controlling correspondence, designing filling system
* Assisting in defining procedures for retention, protection, retrieval transfer and disposal of records
* Assisting in maintaining office efficiency by planning and implementing office system and layouts
* Assisted, Designed and implemented office polices by establishing standards and procedures and making necessary adjustments after measuring results against standards
* Administrative support to all regional managers and all respective teams in day to day duties
* Complete operational requirement by scheduling and assigning employees and following up on work result
* Maintained Official documents and employees records
* Official correspondence with govt. entities and group companies
* Other works assigned by head office or head of the department
* Other works assigned by finance or administrative managers

**Strengths & skills:**

* Ability to deliver superior results under extreme pressure
* Unfailing flexibility and adaptability to constantly changing circumstances
* Detail oriented
* Incomparable critical thinking
* Excellent analytical skills
* Outstanding ability to provide support to all the concerned
* Excellent technical oversight of all equipment
* Time management skills are at the best
* Great team player
* Planning and executing in timely manner

**Education:**

* Graduated in 2011 Kyrgyzstan, Russia

**Language:**

* Russian Language Basic Course
* English (Fluent)
* Pashto
* Urdu/Hindi

**Personal Information:**

* Single
* Jonathan Naveed (Father’s Name)
* Pakistani National
* Visit Visa valid till 20th of May 2017
* Residing Besides Swiss Hotel, Salam Street, Abu Dhabi

 **References available upon request**