****ADMINISTRATOR RESUME**

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***FAISAL***

***FAISAL.366203@2freemail.com***

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***Personal Summary:***

****** *A pleasant, professional and proficient administrator who has a long track record of ensuring things run smoothly behind the scenes of a busy office.* Seeking for a suitable position responsibility where my past and varied experience would be fully utilized in career opportunities and where making a significant contribution to the success of my employer will gain me career advancement opportunity.

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***CAREER HISTORY***
***ADMINISTRATOR – November 2013 to August 2016
Employers name – QMART Super Market****Responsible for handling the day-to-day administrative tasks of the office and making sure that everything runs smoothly.****Duties;***

* *Carrying out large volumes of filing while retaining a good level of accuracy and efficiency.*
* *Rapidly responding to and resolving any administrative problems.*
* *Managing related legislative, regulatory and compliance issues.*
* *Running the company reception area.*
* *Typing up correspondence including letters, faxes, minutes and memos.*
* *Offering a warm and friendly welcome to any visitors.*
* *Sorting and distributing incoming post.*
* *Processing staff payrolls, keeping account of finances and updating staff files.*
* *Receiving and redirecting telephone calls.*
* *Raising and progressing purchase orders.*
* *Booking travel and accommodation for senior managers.*

***PERSONAL ASSISTANT TO VICE PRINCIPAL – September 2008 - October 2013
Employers name – ILM Group of Colleges***
*Administrator Skills*

* *Well organized, and be able to prioritize work in an efficient manner.*
* *Handling incoming / outgoing calls, correspondence and filing. Faxing, printing, photocopying, filing and scanning.*
* *Updating & maintain the holiday, absence and training records of staff.*
* *Creating and modifying documents using Microsoft Office.*
* *Setting up and coordinating meetings and conferences.*

***Personal:***

* *Strong organizational, administrative and analytical skills.*
* *Excellent spelling, proofreading and computer skills.*
* *Ability to maintain confidentiality.*
* *Excellent working knowledge of all Microsoft Office packages.*

***Office Assistant and Ticketing Officer – February 2006 - August 2008
Employers name – IATA Travel Agency***

*****Responsibilities:***

* *Achieving sales target on time along with shrinkage control*
* *Coordinating with Clients.*
* *Maintaining Customer care service.*
* *Business development and marketing*
* *Maintaining Monthly Sales report.*

***Educational Qualification:***

* *Graduation (B.A) University of Sargodha (Pakistan) 2008*
* *HSSC (F.Sc) Govt. College Sargodha (Pakistan) 2003*
* *SSC (Science) B.I.S.E Sargodha (Pakistan) 2001*
* ***Other Qualification:***

 *Diploma in Office Management (July 01, 2005 to January 01, 2006)*

*(Leading Track Computer College Satellite Town Sargodha, Pakistan)*

*MS Word, MS Excel, Power Point, Inpage, Math Type and Internet etc.*

***Languages:***

*English, Urdu and Hindi*

***Extra Curricular Activities:***

* *******Reading Newspaper, Playing Cricket, Net Searching and Collecting Coins.*

*Reference will be available upon request…..*

*I hereby certify that the above mentioned statement is correct and true to the best of my knowledge and belief.*