**LUBNA**

**Lubna.367903@2freemail.com**



**OBJECTIVE:**

Aspire to enhance my career professionally by utilizing my skills to make a positive contribution in highly stimulating environment. Touse my problem solving ability and team work skills to grow in my career.

**SKILLS SUMMARY:**

* Six years of extensive knowledge in promotional activities and administration work with increasing responsibilities in diverse environment.
* Extremely talented, hardworking, sincere and committed individual with a passion for growth and hunger for success.
* Efficient, proactive as well as creative with a great positive attitude and good organizational skills.
* Effective team player and a motivational team leader. Result driven with emphasis on team goals and fostering growth opportunities.
* Versatile in adapting todifferent work environments.
* Quick learner with an outstanding ability to grasp changes in the work pattern

**PROFESSIONAL EXPERIENCE**

**TECHNOMETICS LIMITED, MUMBAI**

**(FEBRUARY‘2014- MARCH‘2016)**

**Admin Manager**

* Key Responsibility: Vendor Management, Travel Coordination, Complete Office Administration.
* Travel Coordination: Domestic & International bookings, visa applications.
* Arrangement of rental cars as per business requirement as well as deployment of office vehicle, managing expense and maintenance.
* Facilities Management: Ensure that the cleanliness & hygiene specifications are met to satisfaction
* Ensure that all facilities, security & maintenance bills are paid on time.
* Ensure complete maintenance of office, supervising the house keeping staff, checking attendance, salary procedure.
* Set up new offices/renovate existing offices as per business requirements & within the budgets.
* Responsible for organizing companies events,meeting

**ROYAL INTERNATIONAL COMPANY FOR ENTERTAINMENT LIMITED, MUMBAI**

**(JANUARY’2012-JANUARY’2014)**

**Assistant Manager**

Started my career as PUBLIC RELATION OFFICER and was promoted later as ASSISTANT MANAGER.

* Conducting exhibitions and promotional activities
* Ensuring all team members achieve their targets.
* Analyzing team performance on monthly basis.
* Client and vendor coordination.
* Being key model in hosting events, shows and organizing it.
* Taking interview of new candidates
* Handling out complete branch
* Performing road shows for purpose of NGO

**GLOBAL VISION (NGO) LIMITED, MUMBAI**

**(AUGUST’2009-JANUARY’2012)**

**Branch Manager**

Started my career as a RELATIONSHIP MANAGER and was later promoted as BRANCH MANAGER.

* Conducting exhibition and performing road shows on a social cause basis.
* Raising funds by organizing camps for cancer patients.
* Ensuring all team members achieve their targets.
* Analyzing and giving training to the new recruits
* As a Branch Manager handling out branch reports on monthly basis.
* Taking interviews of new candidates
* Conducting medical camps at various places

**EDUCATION**

|  |  |
| --- | --- |
| Bachelor of Science-MICROBIOLOGY | Mumbai, Maharashtra, |
| India |  |
| Mumbai University |  |
| Graduated: April 2009 |  |
| H.S.C | Mumbai, Maharashtra, |
| India |  |
| Mumbai board |  |
| Graduated: February 2006 |  |
| S.S.C | Mumbai, Maharashtra, |
| India |  |
| Maharashtra Board |  |
| Graduated: March 2004 |  |

**Additional Certificates**

* Completed multilingual D.T.P Programme from Anjuman-Islam Alana Institute ,MUMBAI
* Completed MS-OFFICE,ADVANCED EXCEL, PowerPoint

**STRENGTHS**

* Good Communication Skills
* Leadership Skills
* Strong team working skills
* Proven interpersonal and management skills

**Languages:** Proficient in English, Hindi and Marathi

**Personal Information:**

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| --- | --- |
| DATE OF BIRTH | 18TH AUGUST, 1988 |
| GENDER | Female |
| MARITAL STATUS | Married |
| RELIGION | Muslim |
| NATIONALITY | Indian |
| HOBBIES & INTEREST | Music, Cooking, and Travelling |
| Visa Status | Visit Visa (Valid until May 28th) |
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**Passport Details**

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