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| Sabeen | |  | | --- | |  | |
| [Sabeen.378956@2freemail.com](mailto:Sabeen.378956@2freemail.com) |
| C/o 0505891826 |

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| **Objective:** |
| Believing in hard work and honesty, want to work with an organization providing healthy environment and opportunity to work as team member, where one can utilize his knowledge and skills with full devotion. |
| **Work experience** |
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| **From Jun 2015 to April 2017** |
| **Position Technical Assistant / Shipping Assistant** |
| **Company Abu Dhabi Gas Industries (GASCO)** |
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| **Job Description:** |
| * Responsible for preparing shipping documentation using Shipping Management Application (SMA) that deals with exports & performs various administrative duties including tracking /dispatching of documents. |
| * Worked as technical Assistant and directly reporting to the V.P & Section Head. |
| * Receive and check shipping documentation received from Ruwais Marine before dispatching to   Shareholders and relevant stakeholders. |
| * Draft letters & Memos. Maintain electronic filing systems using Electronic document management system (EDMS) for the respective departments. |
| * Ensure the timely initiation of correspondences regarding shipping of Propane, Butane, Paraffinic * Naphtha and Sulphur Products. |
| * Coordinate effectively with Admin related work. |
| * Respond to external requests for information. |
| * Control of internal and external documentation. |
| * General office duties, to answer non-routine correspondence and handle confidential and sensitive information. Other responsibilities as assigned by Department Management. |
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| **From Jan 2012 to Jan 2015** |
| **Position Executive Secretary / Office Administrator** |
| **Company GASCO (Project HAGFR # 5265) / Descon Engineering** |
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| **Job Description:** |
| * My Services are given to GASCO as an Executive Secretary and directly reporting to the Senior Project Manager for Habshan Acid Gas Recovery Project (HAGFR # 5265). |
| * Take dictation, draft letters & Memos, prepare Transmittal replies. |
| * Keep record for Incoming & outgoing correspondence. |
| * Keeping track of all pending incoming / outgoing correspondence and inform concerned to take necessary action. |
| * Coordinate effectively with Admin related work. |
| * Perform general clerical duties to include but not limited Photocopying, mailing Coordinate repairs to office equipment. |
| * Keeping record of Vehicle Mileage and expiry of their relevant document. |
| * Data entry works in internal office software such as MS Word, Excel. |

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| **From 31 Dec 2009 to Feb 2010.** |
| **Position Account Assistant / Office Administrator** |
| **Company Al Muawin Importing and Trading Co. L.L.C.** |
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| **Job Description** |
| * Duties include making Invoices both manual and computerized. |
| * Preparation of Delivery Orders, Updates of Purchases, Handling. |
| * Accounts Receivables & Payables, Journal Entries. |
| * Advice and guide candidates of all the documentation requirements for the Maintain all incoming and outgoing calls. |
| * Perform general clerical duties to include but not limited. Photocopying, mailing. |
| * Coordinate repairs to office equipment. |
| * Maintain confidential records and files and records of decisions. |
| * Coordinate effectively with Admin related work. |
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| **From Jan 2009 to Aug 2009** |
| **Position Office Administrator/Account Assistant** |
| **Company Nahj AI Sidq Safety and Security Co.L.L.C.** |
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| **Job Description** |
| * General Office Management. |
| * Answering all queries from Clients. |
| * Manning the Control Log of all outgoing and incoming documents and make sure it goes to the right channels. |
| * Coordinating with the Document Controller pending documents to be followed-up. |
| * Maintains confidential records and filing of reports, correspondence and related material |
| * Screen incoming mails and telephone calls, action responses & redirect correspondence where necessary. |
| * In-Charge of office requisitions and make sure to follow-up all requirements needed by the Department |
| * Advice and guide candidates of all the documentation requirements for the Maintain all incoming and outgoing calls. |
| * Perform general clerical duties to include but not limited. Photocopying, mailing. |
| * Coordinate repairs to office equipment. |
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| **From Oct 2006 to Nov 2007** |
| **Position Account Assistant** |
| **Company AI Muawin Importing and Trading Co. L.L.C** |
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| **Job Description** |
| * Duties include making Invoices both manual and computerized. |
| * Preparation of Delivery Orders, Updates of Purchases, Handling Accounts Receivables & Payables, Journal Entries. |
| * Perform all accounting tasks from recording journal entries to final posting. |

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| **COMPUTER SKILLS:** |
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| Word, Excel, PowerPoint from Aims Training Center, Abu Dhabi U.A.E. |
| AutoCAD 3D(2005) from Cambridge Educational Institute, Abu Dhabi. U.A.E. |
| AutoCAD 2D from Sussex Institute of Information Technology, Karachi Pakistan. |
| Computer Orientation Course from T.I.P.D. (Technical Institute of Professional Development for Women) Karachi, Pakistan. |
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| **EDUCATION:** |
| D.A.E. (Diploma of Associate Engineer) Three years Diploma In Architecture Designing) From Govt. Polytechnic Institute For Women. |
| S.S.C. (Secondary School Certificate) From Mohammadi Girls Secondary School. |
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| **PERSONAL INFORMATION:** |
| Date of Birth November 14th, 1976. |
| Nationality Pakistani. |
| Visa Status Husband Sponsorship |
| Languages English, Urdu, Hindi. |
| Driving License Yes |