**ZUBAIR**

zubair.380823@2freemail.com

**Career Objective**

I am a young individual, Lively personality, Self motivated, methodical nature and like the challenging job to accomplish with excellence by leading an efficient team work even in a high-pressure environment. Seeking a challenging growth oriented position in a reputable and progressive organization that offers a challenging and dynamic environment, a stable career path and an opportunity to apply my qualification to the fullest and prove my skills as I have proved in previous professional experience with fast observation, quick learning & multi tasking qualities.

**Career Profile / Skills**

* Experienced in All matters for a Reputable Organization, with Multifunctional role for multi position.

Experienced in assistance for HR, Administration, Management, Back office support, Maintenance services, Public Relation, Customer Service, Front Office Management, Marketing & Sales support in relevance inside & outdoor like Quotation preparation, attending tender opening ceremonies, preparing comparative statements, Event Management, Clerical work, Staff management, Purchasing, delivery & inspection, Documents Controller, Time Keeper, Inventory Control, Data Bank (soft & Hard Copy) & Backup, Experienced in Manpower recruitment overseas, Visa processing for Gulf Countries, Embassies, Foreign Office & Protector of emigrants affairs Govt of Pakistan.

* Having experience of drafting, formatting & editing, printing, scanning, E-mail corresponding, quotations, bilingual & invoices with a good typing speed.
* Experienced in social media activities for daily promotion plans regularly posts and feed back activities.
* Hand on experience in computer oriented atmosphere, can work on All Microsoft Operating Systems MS Windows, MS Office (MS Word, MS Excel, MS Power Point, MS Outlook, Adobe & other softwares)
* Practical knowledge of documents & print sharing through networking, installation, maintenance & troubleshooting like MS Windows, MS Office, Antivirus & data recovery, Computer hardware, Networking, CCTV Security Camera, Installation, configuration, maintenance & troubleshooting.

**Professional Experience**

 **Hi Tech Overseas Employment**

**Tenure**  January 2015 to March 2018

**Designation**  Admin Assistant

**Responsibilities:**

Assistant to Manager Administration, Foreigner Delegation correspondence, Follow up and update status of the business relevant current affairs, conducting test/interviews for recruitment, Visa Processing from relevant Embassy, other necessary documentation for Visa stamping from Embassies, Foreign Office & Protector of Emigrants Govt of Pak, contract & agreements, Flight Schedule, manage Data Bank (Hard copy & Soft copy) all records of recruitment & correspondence, Front Desk & Customer Service, Staff Management, bank related affairs & Statements, food, rent, bills & other general office issues (indoor/outdoor), IT, CCTV, Vehicles fuels & maintenance & other office maintenance & required activities.



 **Qureshi Manpower Bureau**

**Tenure** December 2010 to December 2014

**Designation** Admin Assistant (Front Office)

**Responsibilities:**

Assistant to Manager Administration, Foreigner Delegation correspondence, Follow up and update status of the business relevant current affairs, conducting test/interviews for recruitment, Visa Processing from relevant Embassy, other necessary documentation for Visa stamping from Embassies, Foreign Office & Protector of Emigrants Govt of Pak, contract & agreements, Flight Schedule, manage Data Bank (Hard copy & Soft copy) all records of recruitment & correspondence, Front Desk & Customer Service, Staff Management, bank related affairs & Statements, food, rent, bills & other general office issues (indoor/outdoor), IT, CCTV, Vehicles fuels & maintenance & other office maintenance & required activities.

  **Ibrahim Enterprises**

**Tenure** November 2008 to December 2010

**Designation** Office Assistant (IT & CCTV)

**Responsibilities:**

Assistant Manager in the group (Technical Lab), quotation preparation, Attending Tender Opening Ceremonies & marketing activities, Proposals & presentation for clients, setting up terms & conditions for the service contract, Purchasing, Delivery & Inspection of the IT products, manage technician to attend complaints from the clients (indoor/outdoor) to diagnose & solve the problems of complainants like MS Windows, MS Office & other software installation, Data Recovery, PC, Notebook & Other IT Equipment, servicing of printers & Scanners, Solar energy Installation, Computer hardware, Network Management & CCTV Security Cameras , Manage Data Bank (Hard copy & Soft copy), Customer Service, Staff Management, salaries, leaves, food, rent & other general office issues like food, Vehicles fuels & maintenance, Office billing, Rent & Maintenance, Financial activities like payments, petty cash & recoveries statements.

 **Akhter Computer Pak Pvt Ltd**

**Tenure** March 2003 to November 2008

**Designation** Computer Operator / Documents Controller (IT Tech)

**Responsibilities:**

Computer Operator & Computer Technician, worked as a team member in technical lab, Computer system assembling, networking, routers printers & sharing on networks, indoor & outdoor diagnose & solve the problems of complainants like MS Windows, MS Office & other software installation, Data Recovery, Desktop, Laptop & Other IT Equipment, servicing of printers & Scanners, Solar energy Installation, Computer hardware, Network Management & CCTV Security Cameras, Attending Tender Opening Ceremonies & marketing activities, Manage Data Bank (Hard copy & Soft copy) manage Payments & Lab issuance & receiving records, Customer Service, telephonic operator & caller guidance.

**Academic Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Description / Subjects** | **University** | **Year** |
| Bachelor of Arts (B.A) | Education & Public Relation | AIOU ISB Pak | 2014 |
| Intermediate (F.A) | Education & Public Relation | AIOU ISB Pak | 2008 |
| Metric (O-Level) | English Math Physics Chemistry Bio | Sargodha Board Pak | 2002 |

**Certification / Additional Skills**

* 1 Year Diploma in Basic Computer Applications. Arfan Computer College Mianwali Pakistan.
* Diploma in Computer Hardware & Networking (A+) Akhter Computer Pak (PVT) LTD Islamabad Pakistan.

**Personnel Information**

Date of Birth : May 19, 1985

Marital Status : Single

Religion : Islam

Nationality : Pakistani

**Languages**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **READ** | **WRITE** | **SPEAK** |
| **English** |  |  |  |
| **Punjabi**  |  |  |  |
| **Urdu** |  |  |  |
| **Hindi** |  |  |  |