QURAT

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Sharjha,

UAE.

**Objective:**

To obtain a senior position according to my qualification and expertise in a professional organization with challenging environment where I can maximize my practical experience, skills and abilities.

**Education:**

* Master of Business Administration – 2015

(Dadabhoy Institute of Higher Education)

* Bachelor of Commerce – 2001

(University of Sindh)

**Work Experience:**

* Feb 2014 – Feb 2019

**Pakistan, Karachi as Asst. Manager/Coordinator to CEO/Sales Executive**

Responsibilities include:

* Directly reporting to and assisting company CEO
* Scheduling meetings, handling appointments, traveling arrangements & preparation (itineraries/ hotel bookings)
* Daily reporting for partners and communicating with their respective offices
* Handling CEO’s daily communication (email, fax, letters)
* Assisting senior management in carrying out special assignments
* Making arrangements for launch activities and arranging events with clients as well as making arrangements for foreign guests
* Dealing Clients informing them for our upcoming project details, offering good discounted deals to our valuable customers for maintain long relationship.
* Coordinate with site offices for daily routine matters (accounts, sales, feedbacks)
* Jul 2007 – Dec 2013

**as Coordinator to COO**

Responsibilities include:

* Drafting of official and personal communications
* Travel arrangements
* Maintaining filing and records
* Prepare quotations
* Minutes of meetings
* Correspondence with suppliers, appointments, follow up with customers
* Feb 2005 – May 2007

**as HR Manager**

Responsibilities include:

* Recruiting people from Pakistan, India, Bangladesh, Indonesia, Nepal and forward to concern companies
* Meeting clients
* Maintaining and handling personnel records
* Advertisements
* Interviews
* Mar 2004 – Jan 2005

**as Asst. Manager/ CRO**

Responsibilities include:

* Maintain documents for new fleets
* Customer dealing
* Prepare documentation for sales, rent, insurance as well as invoicing.
* Arrangements for exhibitions.
* Jan 1999 – Feb 2004

**Coordinator to CEO/ Admin Asst.**

Responsibilities include:

* Drafting letters, emails etc. for CEO
* Maintaining daily appointments
* Making travel arrangements
* Coordinating with other organizations which the CEO was associated with

**Languages:**

* Urdu (fluent), English (fluent), Arabic (basic), French (basic)

**Computer literacy:**

* Diploma in IT from APTCOM Institute.

Able to operate and handle majority computer systems software’s

**Personal Skills:**

* Highly motivated and confident individual,quick learner who can master all aspects of job with limited guidance.
* An energetic team player, team leader, manager as well as an enthusiastic learner.
* Ability to handle multi-tasks.
* Ability to work independently and take on challenges.