Salima Salima.294483@2freemail.com

OBJECTIVE

To work with a progressive organization where I can utilize my skills for improving operational performance and contributing substantially towards the growth of organization.

EXPERIENCE

|  |  |  |
| --- | --- | --- |
| Position | Duration | Organization /Company |
| Assistant Manager QA / Business Development | Jan 201 1 till now | Industries (Pvt.) Ltd. - Karachi - Pakistan |
| Secretary to Managing Director | Jan 2008 -Dec 2010 | Industries (Pvt.) Ltd. - Karachi - Pakistan |
| Unit Receptionist & Computer Operator | July 2006-Aug 2007 | Aga Khan Hospital for Women & Children Kharadar, Karachi - Pakistan |

Present |ob Assignments - Assistant Manager Quality Assurance / Business Development

* To conducts trainings on KAIZEN, 5S, Online IQMS, MS Project and any other topic suggested by HOD.
* To ensure effective implementation of ISO 9001: 2008 and to prepare and update ISO 9001: 2008

documentation.

* To prepare internal quality audit plan & to conducts audit accordingly.
* To assess in External Quality Audits and to follow up with concerned departments for closure of Non

Conformities.

* To prepare and compile analysis of Management reviews and to conduct Management review meetings.
* To update Business development records in Business Contact Manager.
* To make correspondence by email or via phone with organizers for making necessary arrangements of

International Exhibitions (e.g. Eurosatory, DSEI, & Airtec)

* To maintain and update database of Exhibitions, Communication with Business Contacts and CBI.
* To design and prepare Brochure .Flyers, Newsletters, Posters, Calendars, Invitations, Business Cards, Birthday cards and other printing materials.
* To prepare & update Presentation every four to six months.

Last Job Assignments - Secretary to Managing Director

* To maintain and organize files/records/documentation
* To arrange meetings and giving and appointments.
* To prepare MD’s Europe and other visits plan.
* To update MD’s contacts in Business Contact Manager -Outlook software
* To arrange Schengen, UK, USA & any other visa as per requirements.
* Reservations and Booking of Hotels / Flights / Airport transfers etc.
* Handling of documents, checking emails (Outlook), sending faxes and making photocopies
* To arrange hotel and travel accommodation.
* To make correspondence by email or via phone
* Letter writings / Speeches / Condolence letters
* To prepare daily reminder for Managing Director
* Assist MD in day to day activities

EDUCATION

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | Duration | Securing | Board / University / Institute |
| MBA- HRM | 2010-2012 | 3.59 CGPA | Institute of Business and Technology- IBT |
| Bachelors of Commerce | 2005-2007 | 2nd Division | Premiere Govt. Girls College, University of Karachi |
| Intermediate | 2003-2005 | 56% | Sir Syed Govt. Girls College |
| Matriculation | 2002-2003 | 79% “A” Grade | Aga Khan School Garden, Karachi Pakistan |

COMPUTER SKILLS

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Proficient in MS 2010 & 2013 (Word, Excel & PowerPoint) | 6 | In-page |
| 2 | Ms Outlook Express 2010 & 2013 + Business Contact Manager | 7 | Adobe Photoshop |
| 3 | Ms Visio | 8 | Adobe Dreamweaver |
| 4 | Ms Project | 9 | 3D Perspector & Shapes |
| 5 | Ms Publisher | 10 | Kool moves & 3D Animation |

SKILLS AND ABILITIES

* Proficient in the use of Microsoft Office Suite ( Excel, Outlook, PowerPoint, Word) and database management.
* Good Presentation Skills
* Versatile and multi-skilled person.
* Committed to providing total quality work.
* Fluent in English
* Ability to work under pressure.
* Hard worker, quick learner, and ability to assume responsibility.
* Strong communication, writing, analytical, and practical problem-solving skills.

PERSONAL INFORMATION

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| --- | --- |
|  |  |
| Date of Birth | 3 1st December 1985 |
| Religion | Islam |
| Citizenship | Pakistan |
| Martial Status | Single |
| Language | English & Urdu |
| Present Location | Pakistan |

DECLARATION

I hereby declare that the above mentioned is correct up to my knowledge and I bear the responsibility for the correctness of the above information.

**Salima CV NO. 1766898**

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