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| **Personal Information:**   * Date of Birth: 08-Feb-1985 * Nationality: Pakistani * Marital status: Single * Religion: Islam * Email id:   [Samina.333869@2freemail.com](mailto:Samina.333869@2freemail.com)  **Visa Status**   * Visit Visa   **Languages known:**   * English, Hindi, Urdu and Punjabi (Speak) * English, Urdu (Write, Read).   **Area Expertise:**   * Customer Service * Coordination * Document Management * Office IT Skills * Planning * Maintaining Reports * Management * Insurance * Tele Sales Marketing * Team leading * Administration * Quotations prepare * Product Handling * Data Entry operator | **SAMINA**  Al Fahidi, Dubai.  Contact No: +971504753686 / +919979971283  Email: [samina.333869@2freemail.com](mailto:samina.333869@2freemail.com)  **PROFILE:**  1 and half year experience of UAE and 3 Years of extensive experience of Unit Manager who has a successful sales track record in EFU LIFE ASSURANCE LTD.  1 year experience of UBL result oriented professional.  Looking for an Administration Officer, Assistant Compliance officer, receptionist, making use of diverse skills in customer service and office management in a highly dynamic work environment.  **WORK EXPERIENCE:**  **COMPLIANCE OFFICER**  **MARY GOLD INSURANCE BROKER LTD, DUBAI (6Months)**   * Perform as an administrator and compliance officer all insurance broker documentation, correspondence, accounts, dealing with other clients and companies. * Self-Management, Policies, processes systems and procedures. * Advice and Guidance act as a subject matter expert to employees providing guidance. * High lighting instances of non-compliance to Branch Management to enable timely rectification. * Maintain an updated compliance reporting calendar including reporting formats, periodicity and due dates, and monitor compliance with the requirements.     **LBC International Building**  **Contracting Company L.L.C**  **Assistant Manager (2016) Dubai.**  **Responsibilities:**   * Manage administration tasks for Committee meetings, including compiling agendas, recording minutes and drafting correspondence based on meeting outcomes. * Reported directly to the owner. * Making quotations, documentations and record keeping. * Hold as assistant operational manager of cleaning & Interior Design Company. * Strategy Planner. Market researcher * Responsible for maintaining system of internal controls. * Computing and controlling Material. * Preparing management payroll. * Preparing invoices and keeping track of overdue accounts. |

**EFU LIFE ASSURANCE LTD**

**Unit Manager (July 2013 – Jan 2015)**

* Ensure effective management and control of field force comprising of Professional Service Representatives.
* Developing area sales forecasts and achievement of assigned area sales targets on quarterly and yearly basis, through innovative and customer-focused programs and initiatives.
* Effective and timely implementation of the
* Company’s policies and procedures in the field.
* Hire, train and retain competent salespersons ensuring optimal utilization of both human and material resources in the field to meet
* Company’s sales.
* Responsible for planning, organizing and conducting periodic meetings for internal & external customers.

**United Bank Limited Accounts Holder**

**Accounts Opening & Remittances (2009 to 2010)**

* Accounts opening deposits certificates
* Enter in registered maintained record.
* Issuing the cheque book.
* Issuing certificates of saving accounts scheme.
* Mainly deposits, Bills, Remittance, cash, clearing, accounts and advances.
* Responsible Account holding and accounts opening with KYC.
* Remittances and cash maintain.
* Checking vouchers, bank clearing and payments.

**ACADEMIC QUALIFICATION:**

* MBA from Allama Iqbal Open University Islamabad. [2009-2012]
* Bachelor of Art from IUB. [2007-2008]
* Hafiz-e-Quran. [2003-2006]
* Intermediate Board of Intermediate & Secondary Education, Bahawalpur. [2000-2002]
* Matriculation Board of Intermediate & Secondary Education, Bahawalpur. [1998-2000]

**KEY SKILLS:**

* Experienced of drafting legal documents.
* Able to understand to need of different types of business.
* Thorough command on MS-Office especially on Word, Excel, PowerPoint.
* Good command in communication Power.
* Prominent personal traits are honesty, justice and patience.

**HOBBIES:**

* Listening to Music.
* Learning new things.
* Playing Badminton.
* Visit New Places.

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office (**All versions, MS Word, MS Power Pointand MS Excel).
* **MS Excel** (Ms Formulae, Reports Automation,Macros, Presentations).
* **Hafiz e Quran** Jamia Islamia Bahawalpur).

**DECLARATION:**

I hereby declare that the above Information given is true and best my Knowledge.

**(Samina)**