**Muhammad**

**Accomplished, achievement-driven and results-oriented interested in working in highly excelled environment where**

**I can improve my applied skills and experience, and deliver my best.**

**QUALIFICATIONS**

 **11+ years of operating administration, marketing, financial and back office operations.**

 **Strong organizational, administrative and analytical skills.**

 **Hands-on experience in providing administrative support to office and department heads.**

 **In-depth knowledge of managing and maintaining office tasks.**

 **Developed and implemented induction and training programs for new employees.**

 **Ability to perform multi task & produce consistently accurate work even whilst under pressure.**

 **Youthful and yet very mature, willing to learn and grow, Passionate about achieving a challenging position.**

 **Excellent computer skills – time efficient user of MS EXCEL, WORD, POWERPOINT & the Internet.**

 **Superb leadership, interpersonal, planning and great communication abilities.**

 **Assisting for the ERP software development & implementation**

 **Exceptional provision of Customer Services.**

 **Implementation of Access Control System.**

 **Branch Banking Course from Skill Development Council.**

 **Fluency in English, Urdu, Hindi Languages with Swift Typing Speed.**

 **Valid UAE Driving License.**

 **CAREER SUMMARY**

 **Resolves administrative problems by coordinating different departments & preparation of reports, analyzing data and identifying solutions.**

 **MIS Reporting through oracle based system with Excellent Reporting & Administrative Writing Skills.**

 **Provide assistance & direct reporting to General Manager Operations.**

 **Organizing business travel, itineraries and hotel bookings for General Manager / Chief Executive Officer.**

 **Maintain office supplies inventory by checking stock, determine inventory level, anticipating needed supplies and expediting order for supplies.**

 **Project Management Skills**

 **Interlinked with relevant departments for the Compilation of documentation for Estidama Compliance & Regulatory Authority (ZonesCorp & TDIC).**

 **Preparation of documents for RFQ (Request for Qualification), RFP (Request for Proposal), EOI**

**(Expression of Interest) & RFT (Request for Tender), upon completion ensure the compliance is in accordance with the prerequisite then final compilation.**

 **SKILLS**

**Administrative Skills**

**Executive Skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Administrative Support****Document Controlling** |  | **Years 9.5****Years 9** | **Diary management****Minute taking** | **Years 7****Years 7** |
| **Managing Stationary** |  | **Years 9** | **Secretarial support** | **Years 7** |
| **Report Writing** |  | **Years 7** | **Organizing meetings** | **Years 8** |
| **Presentation Management** |  | **Years 8** | **Memorandum** | **Years 11** |
| **Events Coordination** | **Years 4** |  | **Travel Arrangements** | **Years 7** |
| **Typing Speed @ 60 WPM** |  | **Years 10** | **Utmost Confidentiality** | **Years10** |

 **PROFESSIONAL EXPERIENCE**

 **Abu Dhabi, United Arab Emirates …………….……… 02/2020 – Till Date**

**Sr. Administrator / Executive Secretary**

 **Taking minute of meeting notes.**

 **Prepare Memo / Outgoing letter drafting.**

 **Document controlling (Hardcopy & Softcopy)**

 **Managing signatory book**

 **Access control system implementation & reporting.**

 **Provide support for the operations team during Mobilization period**

 **Communicate with other departments for the compliance as per the time frame for new organization**

 **Prepare parcel meal sale detail on a daily basis for the CEO**

 **Assisting for the ongoing ERP software development & implementation**

 **Coordinating with the legal sub-contractor for company confidential issues**

 **Preparation of Zonescorp Operational Manual & Presentation.**

**ELITE FACILITY MANAGEMENT, Abu Dhabi, United Arab Emirates ……………… 03/2017 – 02/2020**

**Administrator / Executive Secretary**

 **Reconciliation active residents report on a daily basis.**

 **Access control system implementation & reporting.**

 **Preparation of daily meal forecasting report for catering team.**

 **Brilliant in using Microsoft Office Skills for the creation of reports time efficiently (Specially MS Excel, MS**

**Word, MS Powerpoint).**

 **Preparation of Zonescorp Operational Manual & Presentation.**

 **Zonescorp inspection report submission with rectification plan.**

 **Memo / Outgoing letter drafting.**

 **Taking minute of meeting notes.**

 **Handling of Signatory book.**

 **Document controlling (Hardcopy & Softcopy).**

 **Ticket booking, air miles registration & record for General Manager.**

**WORKERS VILLAGE REAL ESTATE, Abu Dhabi, United Arab Emirates ……………… 06/2013 – 02/2017**

**Administrator / Personal Assistant**

 **Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions. Communication with clients.**

 **MIS Reporting through oracle based system.**

 **Provisions of information by answering questions and requests whether interdepartmental or clients.**

 **Provide assistance & direct reporting to General Manager – Operations.**

 **Organizing business travel, itineraries, and hotel bookings for General Manager.**

 **Excellent Project Management Skills (Hands on expertise handling several Projects).**

 **Coordinate internal resources and third parties/ sub-contractors for the smooth operations.**

 **Maintains supplies inventory by checking stock, determine inventory level, anticipating needed supplies and**

**expediting orders for supplies.**

 **Excellent Reporting & Administrative Writing Skills.**

 **Interlinked with all the departments for the Compilation of documentation for Estidama Compliance &**

**Regularity Authority (ZonesCorp & TDIC).**

 **Preparation of documents for RFQ (Request for Qualification), EOI (Expression of Interest), RFP (Request for Proposal), RFT (Request for Tender).**

 **Dealing with the Financial Consultant as well as Designing Consultant for the RFP & RFT submission.**

**HABIB BANK LIMITED, Karachi, Pakistan …………………………………………………… 04/2012 - 04/2013**

**Customer Relationship Officer / PBO**

 **Provide excellent customer services while having enormous knowledge of branch banking.**

 **Handle customer inquiries, complaints, requests, billing queries and payments issues efficiently.**

 **Repair customer’s trust and locate resources for problem resolution and design best-option solutions.**

**MECHELBURY, London, UK …..…………………………………...…………………………….. 08/2010 - 10/2011**

**Office Administrator**

 **Provided high-level administrative support and managed organizational policies and procedures.**

 **Member management, including email reminders, records of attendance.**

 **Perform filing, data management, drafting and editing office memos.**

 **To maintain & develop procedures to ensure the maintenance of manual and electronic filing systems.**

 **Liaison with insurance companies.**

 **To be responsible for maintaining stationery levels and reordering as necessary.**

 **Prepares reports, presentations, memorandums, proposals and correspondence.**

**SECURITY LEASING CORPORATION LTD, Karachi, Pakistan …………………………….. 02/2009 - 05/2010**

**Assistant Administrator**

 **Maintain supply and inventory of office relates merchandise.**

 **Experience with maintaining office budget.**

 **Perform filing, data management, drafting and editing office memos.**

 **Liaison with insurance companies.**

 **To deal with incoming and outgoing post.**

 **To maintain up-to-date records of staff records and leave administration.**

 **Monitoring office operations.**

**SECURITY LEASING CORPORATION LTD, Karachi, Pakistan …………………………….. 06/2007 - 02/2009**

**Officer Operating Lease**

 **Immense exposure in Leasing firm for preparing leasing proposals and documentation, asset inspection, liaison with different insurance companies regarding renewal of insurance policies and claims settlements.**

 **Disposal of finance lease as well as operating lease assets.**

 **Monthly, Semi-annually & yearly excel report generation for revenue, maintenance and operational cost.**

 **Prepare & illustrate dynamic presentation to the Management regarding business progression and**

**forthcoming investment plans on monthly basis.**

 **EDUCATION**

|  |  |
| --- | --- |
| Studied: **MASTER IN BUSINESS ADMINISTRATION AT** UNIVERSITY , London campus, United Kingdom ………………………..……………***(But couldn’t complete studies)***HAMDARD UNIVERSITY, Karachi, Pakistan ………………………………………………………**Bachelor Of Engineering in Computer System** | 2009 - 20102003 - 2006 |
| GOVT DEGREE SCIENCE COLLEGE, Karachi, Pakistan ………………………………………....**HSC / Intermediate** | 2001 - 2002 |

 **INTEREST & ACTIVITIES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Sports, Gym** |  | **Swimming** |
|  | **Music****Movies** |  | **Reading Newspaper****Online Gaming** |

 **PERSONAL DETAILS**

 **Nationality : Pakistani**

 **Date of Birth : 06/Feb/1985**

 **Religion : Muslim**

 **Visa Status : Employment**

 **Mother Tongue : Urdu**

 **Marital Status : Married**

 **Notice Period : 1 Month**

 **REFERENCES**

**References will be provided upon request.**

**Email Address**  : muhammad.399994@gulfjobseeker.com

**Mobile Number** : 0504973598

**Reference** : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

**YouTube Video CV**

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

**View My CV on Gulfjobseeker.com CV Database**

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

**Chat with me Live on Zoom**

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>