



Muhammad Imran imran3198@outlook.com +971521304249

To be employed in a firm where I can put knowledge to obtain a position where my creative and critical computer, interpersonal skills, and administrating experiences can be utilized, recognized, and rewarded. It will boost the company's productivity and efficiency in Task processes and the Analytical Approach of Evaluation.

EDUCATION

- **Bachelor in Public Administration**-major in Human Resources,(2016-2020)
- **Computer Sciences**,(2012-2014)

WORK EXPERIENCE

Administrative Assistant I Inter-University Consortium | December 2020– September 2021

- Supports human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information.
- Substantiates applicants' skills by administering and scoring tests.
- Answering and directing phone calls to the relevant staff.
- Manage courier for the office incoming and outgoing.
- Taking messages, scheduling meetings, and appointments.
- To ensure all the work facility is cleaned every day and ensure they are hygienic and protected from health hazards like COVID.
- Organizing and preparing documents, reports, maintaining the record.
- Ordering and taking stock of office supplies.
- Uses email system to deliver and accept emails.
- Support other team members during busy periods
- To monitor all the work desk, chairs, conference rooms, computers.
- Other administrative duties such as typing, copying, scanning, printouts.

Office Administrator | Inter Board Committee of Chairmen | April 2019–June 2020

- Maintain both hard and digital copies of employees' records.
- Coordinate training sessions and seminars.
- Perform orientations and update records of new staff.
- Route incoming mail, faxes, and packages.
- Answer telephone and assist internal and external guests with requests.

- Maintains stock lists and orders office supplies as needed.
 - Follow and know emergency procedures as needed.
 - Manage and monitor prepare funding reports.
 - Coordinate transportation requests as needed.
 - Use Banner to prepare requisitions and purchase orders.
 - Any other administration related duties as assigned by the department head
-

Filling Clerk/Receptionist I BWM Waste Management Company I Jan 2018–April 2018

- Greet and welcome guests as soon as they arrive at the office.
- To oversee the office opening and closing during weekdays and weekend based on the requirement of the organization
- Performs data entry and other administrative duties as assigned.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Make sure the required documents are ready ahead of each meeting.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Perform other clerical receptionist duties such as filing, photocopying,

TECHNICAL SKILLS

- **Typing / Microsoft** : Very Speed, Microsoft Office all versions, Microsoft Windows.
- **Software** : Adobe Photoshop, Canva, In page, Shopify Developer
- **Other Skills** : Good Communications Skills, Data Entry.

SKILLS & EXPERTISE

- Excellent communication and interpersonal skills, both written and verbal.
- Good problem solving, coordination, and time management skills.
- Attending meetings with other business units along with Administration, documentation, and follow-up meetings.
- Administration & Time Management
- Quick Learner & Leadership
- Ability to thrive in challenges.

PERSONAL DETAILS

Available to Join: **Immediately** | Visa Status: **Visit Visa** | Date of Birth: **20-12-1998**

Passport No: **LC1229711** | Nationality: **Pakistan** | Job Status: **Job Seeker**

Languages: English | Urdu | Hindi | Punjabi |