

Ijaz Hassan s/o Hassan Muhammad

Phone: 0525778926

Email:ljazhassan158@gmail.com

Current Location: unitedArabEmirates
Sharjah



I am very enthusiastic, dynamic, hardworking Graduated. I want to be a part of an organization where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career. I am seeking a position within the Administration department. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations.

EDUCATION

B.com	University of Punjab	May 2018
I.com	Board of Intermediate Secondary Education	May 2015
Matric	Board of Intermediate Secondary Education	May 2013

KEY REPONABILITE AS (ADMIN SUPERVISOR)

- Handling office tasks, such as filing, generating reports and presentations, setting up form meetings, and reordering supplies.
- Making travel arrangements, such as booking cars, and making hotel and restaurant reservations.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Answering telephone calls, responding to queries, and replying to emails.
- Monitoring and maintaining office equipment and inventory supplies; orders replacement supplies as needed.
- Systematically filing important company documents.
- Forwarding all correspondence, such as letters and packages, to staff members.
- Courier and postage couriered and Assurance from all departments.

Scheduling meetings and booking conference rooms.
Organizing special functions and social events.
Fueling of office vehicle.
Monthly vehicle log book maintenance.
Repair and maintenance of office vehicles.
Office Repair and Maintenance.
Responding all instruction given by Asst.Manager and other HOD and official.

OTHER QUALITIES

Excellent logical, analytical and computational skills
Strong motivational and leadership skills.
Ability to work under pressure.
Have good command on English, Oral & Writing.

Organization Worked

Progressive Education Network

LANGUAGES

Urdu: Native Language

English: Organizational Language

COMPUTER SKILL

- Microsoft Office
- Internet Browsing

REFERENCES

References Will Be Furnished on Demand.