



## About Me:

Seeking a good career and holding a responsible position in the reputed organization to work towards exceeding. The set goals contributes for the organization.

### Work Experience:

#### 1. Admin & Receptionist

Ruka Al Ghroub L.L.C

Dec 2023 to Dec 2024

##### ❖ Responsibilities:

- Conduct market research to identify selling possibilities and evaluate customer needs actively seek out new sales
- Opportunities through tele-calling, networking and social media set up
- Frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Preparation of receivable & payable reports on monthly bases
- Cash receipts and deposition of the same in their respective accounts
- Patty cash handling
- Maintenance of sales register, Delivery order register day back and lodgers
- Preparation of receipts and payment vouchers manually
- Proper co-ordination with the reservation & front office team

### Qualification:

#### Master:

Education and Social Science (GSCWU Bahawal Pur – Pakistan) (2022)

#### Bachelor:

Islamia University Bahawal Pur – Pakistan (2020)

#### Certificate in Office Automation:

Khawateen Taraqiati Markaz (2015)

### I.T Knowledge:

- Proficient with email and MS Office Applications & Windows.

### Skills:

- Excellent personal, communication and organizational skills.
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external agencies to maximize performance, creativity, problem solving and results.

- Being Team Oriented understand the work to affect the outcome of overall business.
- Making calculated decisions to make the business profitable.
- Experience in logistics planning and execution. Defining & developing compliance strategies
- Ability to quickly understand a company's operational systems and provide input for the development of future systems.
- Good analytical, time management and negotiation skills.
- Excellent interpersonal, administration, communication and decision-making skills.

#### ○ Language Skills:

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- Fluent in English, Urdu & Hindi

#### ○ Personal Details:

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|--------------------------|--------------------|----------------------|-----------------|
| • <b>Nationality:</b>    | <b>Pakistani</b>   | <b>Visa Status:</b>  | <b>Own Visa</b> |
| • <b>Marital Status:</b> | <b>Single</b>      | <b>Visa expiry:</b>  | <b>Jan 2026</b> |
| • <b>D.O.B:</b>          | <b>Sep 30 1994</b> | <b>Availability:</b> | <b>ASAP</b>     |