



Ijaz Ul Hassan



052-2716288



adv.ijaz.ae@gmail.com

About Me

Skilled Administrative Officer with experience in day-to-day operations including managing office supplies and equipment and scheduling meetings and events. Friendly, reliable and organized team member.

Education

2015-2020

LLB. Hons

University Of Sargodha, Sargodha

Expertise

- Payroll and budgeting.
- Invoicing and billing.
- Stock management.
- Inventory control.
- Outstanding written and verbal communication.
- Customer service orientation.
- Staff scheduling.
- Documentation control.
- Policy and procedure modification.
- Efficient communication.

Reference

- Reference will be provided on demand.

Experience

2024-Present

Earth Core General Contracting & Maintenance

ADMINISTRATIVE OFFICER

- Kept accurate and detailed records of office inventories.
- Offered high levels of administrative support to managers, ensuring smooth running of company operations.
- Controlled stock and supplies to meet team needs.
- Created employee attendance reports verifying compliance with company policy.
- Answered calls and emails efficiently, recording accurate messages and swiftly following up on enquires.
- Negotiated with vendors and service providers, securing cost-effective contracts for the company.
- Monitored office supplies inventory, placing orders as necessary to avoid disruptions.
- Organised and maintained files and databases in a confidential manner, adhering to data protection regulations.
- Facilitated communication between departments, enhancing teamwork and project success rates.

2020 - 2024

Janjua Law Consultancy, High Court Lahore

LEGAL ADMINISTRATIVE OFFICER

- Supported the negotiation process by preparing documentation, scheduling meetings, and recording agreements.
- Conducted legal research to provide advocates with facts and legal precedent for assigned cases.
- Maintained up-to-date knowledge of legal terminology and legislation changes, enhancing service quality.
- Helped senior staff with reporting on legal service delivery as per grant agreement or other compliance reports.
- Liaised with solicitors, barristers, and clients to coordinate appointments, meetings, and court dates.
- Prepared and submitted legal correspondence, ensuring accurate communication between all parties involved.
- Handled confidential client information with discretion, upholding privacy and data protection standards.