

RESUME'



NAEEM ABDULLAH MASIH

SALES ADMINISTRATIVE ASSISTANT

PROFESSIONAL SUMMARY

Looking for a position in a dynamic and well reputed organization which offers good opportunities and excellent working environment which help me to enhance my knowledge and skills with strong commitment and dedication, for the progressive growth of the company.

CONTACT

MUSSAFAH-37, NEAR BONNI SUPER
MARKET U.A.E.

PHONE: 00971505841384

EMAIL: naeemgill2014@gmail.com

LANGUAGES

English: Speaking and Writing
Urdu: Speaking and Writing
Punjabi: Good spoken

COMPUTER SKILLS

- MS Word
- Power Point

EDUCATION

- **Federal Urdu University of Arts, Science & Technology**
Master of Arts in International Relations
(2014 - 2016) Karachi, Pakistan
- **Federal Urdu University of Arts, Science & Technology**
Bachelor of Arts (2008-2009) Karachi, Pakistan
- **Government National College**
Intermediate (1999-2001) Karachi, Pakistan
- **St. Francis Xavier High School**
Matriculation (1997 – 1998) Karachi, Pakistan

WORK EXPERIENCE

1. **PROGOTI EXCHANGE COMPANY** (Teller/Cashier)
JUNE 2019, CURRENT
 - ✓ Promote a sales and service culture through understanding the customers' remittance needs.
 - ✓ Generate customer's membership and registrations through system as per standard procedures.
 - ✓ Follow and transfer of money as per customer's instructions to their bank accounts and cash pickup services.
 - ✓ Make all types of online transactions via company's software and Western Union sending / receiving.
 - ✓ Resolve customer issue and provide customer with proper guidance and suggestions related to remittances queries telephonic & in-presence the customers.
2. **PINNACLE COMMUNICATIONS LTD**
(Office Manager) December, 2014 - March, 2019.
 - ✓ Dealing with all the banking transaction of the company.
 - ✓ Withdrawing and disbursement of the monthly salaries.
 - ✓ Paying of all utility and other bills and managing petty cash.
 - ✓ Drafting company letters and correspondence Ms Word
3. **HOTEL SKY TOWERS** (Internship receptionist)
June 2014 - November 2014
 - ✓ Greet hotel guests and visitors answer any questions or concerns.

- Excel Spreadsheets
- Outlook: Very much familiar to use.
- Computer hardware course from Noor college of professional education

HOBBIES & INTEREST

Driving, Internet, Reading books, Traveling, Listening to music & Cricket etc.

DIPLOMA & CERTIFICATE TRAINING

- Hotel Management from “Pakistan Institute of Tourism and Hotel Management” (P.I.T.H.M) Clifton, Karachi, Pakistan. (2012-2014)
- Certificate Course of Business English Program from Pakistan Institute of Management (P.I.M) Clifton, Karachi, Pakistan. (2010)

PERSONAL INFORMATION

Father's Name: **Abdullah Masih**
 Nationality: Pakistani
 Marital Status: Married
 Date of Birth: April 04, 1982
 Place of Birth: Pakistan

REFERENCES

Will be provided on demand

- ✓ Operate computer programs and multi-line phone systems.
- ✓ Maintain guest records and book reservations

4. **STS. PETER & PAUL'S ENGLISH HIGH SCHOOL**

(Office Assistant) March 2012 - December 2014.

- ✓ Greet visitors, parents, and students answer phone calls.
- ✓ Worked in the Fee section of the School. Handling the Health Insurance data of all staff.
- ✓ EOBI details of all School staff.
- ✓ Facilitate communication within the school.
- ✓ Going out for all the BSE and HSC works.

5. **ST. LAWRENCE'S CONVENT GIRLS' SCHOOL**

(Computer Laboratory)
 August 2009 - November 2011.

- ✓ Taught the primary classes and educated them through the practical.
- ✓ Monitors the computer lab and resolves computer problems.
- ✓ Printing the assignment and daily update antivirus software in all the systems and report to admin regarding hardware issues.

6. **GREENWICH UNIVERSITY KARACHI**

(Office assistant) October 2006 - June 2009.

- ✓ Provides administrative support to an academic teaching department by providing reception services.
- ✓ Scheduling appointments, meetings, and travel, filing, researching files and records, and preparing and proofreading correspondence, reports, and other documents as requested.
- ✓ Dealing with correspondence, complaints and queries.

7. **CARLTON HOTEL**

(Receptionist) February 2003 - September 2006

- ✓ Welcome the hotel guests and visitors answer any questions or concerns.
- ✓ Operate computer programs and generate guest registration.
- ✓ Maintain guest records and book reservations.
- ✓ Complete basic cashier and bookkeeping responsibilities.
- ✓ Reminder calls to the Guests.