

Office Administrator / Purchase Officer
Masters Degree along with Computer Applications Skills

Shumaila Parveen

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Residential Status: Employment Visa

Experience: 10 Years including UAE



Career Summary:

My primary objective Administrative Staff is to ascertain that all office affaires are promptly managed so as not to halt the company's daily operations. I am very familiar with all the policies and procedures involved in managing customer queries and complaints and to process orders, modifications, and escalate complaints across a number of communication channels. During the tenure I keep remain calm when customers are frustrated. I have excellent Knowledge about to manage the office, supervise staff and handle duties for upper management. Enough efficient and comfortable being a member of a team. The ability to multi-task, while maintaining complex schedules and managing administrative support. Good problem solver and organized. Assuring a steady completion of workload in a timely and punctual manner .I have a wide knowledge on handling Phone Calls strategically & systematically along with, good understanding of meeting sales quota and tracking calls accordance. With this said, I am confident that I will achieve my objective.

Areas Expertise:

Professional Experience:

Royal Way Facility Management & Cleaning Services- (Dec 2019-Till Date)

Sales & Purchasing Administrator.

Duties in brief:

- **Develop long-term relationships with customers and suppliers dealing with management as well.**
 - **Negotiate purchasing and sales contracts.**
 - Works closely with management staff and customers to negotiate profitable sales contracts & ensure the items purchased by facility arrive on time and as ordered.
 - **Ensure sales and purchasing contracts are executed** and manage the execution of sales and purchasing contracts that the facility has signed. This includes ensuring goods and services are both delivered and paid for.
 - **Follow raw materials markets and develop purchasing strategies**
 - Have strong understanding of the raw materials markets depends on and use this information to develop purchasing strategies that ensure the business gets the raw materials it requires at an affordable price.
 - **Help all team to develop excellent relationships with suppliers.**
 - **Identify new markets and new potential customers.**
 - Discovering new markets and customers.
 - Analyses data sources, perform research, and use professional networks to develop new customers. **Be a part of budgetary meetings.**
 - Help management team understand the expenses associated with purchases and the profitability of current sales.
 - **Communicate with various stakeholders and keep them informed.**
 - Have ability to work with many departments in the business including quality control, finance, and maintenance.
- Create regular reports on purchases and sales.**

Ajman Markets Co-operative Society- (Ajman-UAE) April 2018 to July 2019

Position: Purchase Officer

Duties in brief:

- Purchase or contract for supplies, services and equipment required by any using agency, within the limits of the current budget approved by the city council, and in accordance with purchasing procedures prescribed in this

chapter, such administrative regulations as the purchasing officer adopt for the internal management and operation of the purchasing function, and such other rules and regulations.

- Negotiate and recommend execution of contracts for the purchase of supplies, services and equipment;
- Act to procure for the city the needed quality in supplies, services and equipment at least expense to the city;
- Discourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases;
- Prepare and recommend to the city manager for council approval, rules and procedures governing the purchase of supplies, services and equipment for the city and revisions and amendments to such rules and procedures;
- Keep informed of current developments in the field of purchasing, prices, market conditions and new products;
- Prescribe and maintain such forms as are reasonably necessary to conform to the requirements of this chapter and other rules and regulations;

Supervise the inspection of all supplies, services and equipment purchased to insure conformance with specs.

AL-Manama Group of Companies (Ajman -UAE) Aug 2012 to Feb 2018

Position: Office Administrator / Assistant

Duties in brief:

- *Coordinate office activities and operations to secure efficiency and compliance to company policies.*
- *Supervise administrative staff and divide responsibilities to ensure performance.*
- *Manage agendas/travel arrangements/appointments etc. for the upper management.*
- *Manage phone calls and correspondence (e-mail, letters, packages etc.)*
- *Support budgeting and bookkeeping procedures.*
- *Create and update records and databases with personnel, financial and other data.*
- *Track stocks of office supplies and place orders when necessary.*
- *Submit timely reports and prepare presentations/proposals as assigned.*
- *Assist colleagues whenever necessary.*
- *Schedule meetings and travel arrangements for senior member of the company.*
- *Coordinates projects deliverables.*

Lahore Grammar School (Lahore -Pakistan) Nov 2011 to July 2012

Position: Admin Office staff

Duties in brief:

- *Provide administrated support to ensure that municipal operations are maintained in an effective, up to date and accurate manner.*
- *Type correspondence, reports and other documents and maintain office files.*
- *Prepare correspondence for board members.*
- *Skilled identifying problems and brainstorming potential solutions.*
- *Supervising administrative staff and dividing responsibilities to ensure performance.*
- *Keep stock of office supplies and place orders when necessary*
- *Excellent at oral and written communication as well as presentation.*
- *Comfortable working independently and collaboratively.*
- *Passionate about connecting with teachers and students.*

**HIGHER RESEARCH OF DIAMOND COUNCIL (Lahore) Aug 2010 to Oct 2011
(INTERNATIONAL GEMSTONES SELLING AGENCY)**

POSITION: Administrator

Duties in brief:

- *Answer and direct phone calls*
- *Organize and schedule meetings and appointments*
- *Maintain contact lists*
- *Produce and distribute correspondence memos, letters, faxes and forms*
- *Assist in the preparation of regularly scheduled reports*
- *Develop and maintain a filing system*
- *Order office supplies*
- *Book travel arrangements*

- Submit and reconcile expense reports
- Provide general support to visitors

Qualifications and Certifications:

Degree	Institution
M.A (Master's degree in arts)	University of the Punjab, Pakistan
B.A. (Bachelor's degree in arts)	University of the Punjab, Pakistan
IELTS (Bands 5+)	Dubai Test Centre (IDP)
Diploma in Microsoft Office Suit and Application	Multi National Computer College
Diploma in Communicative English	Multi National Computer College

Personal Details:

Personal Details			
Name	<i>Shumaila Perveen</i>	Passport No	<i>AA3994873</i>
Date of Birth	<i>10-06-1983</i>	Visa Status	<i>Employment visa</i>
Gender	<i>Female</i>	Notice Period	<i>Immediate joining</i>
Religion	<i>Islam</i>	UAE Experience	<i>10 Years</i>
Nationality	<i>Pakistan</i>	Total Experience	<i>10 Years</i>
Marital status	<i>Married</i>	Location	<i>Dubai, UAE</i>

COMPUTER SKILL:

- *Good Command on Microsoft Office inclusive of Word, Excel & Power Point*
- *Computer literacy proficient in Window XP & Microsoft Office Internet applications*
- *Data Entry Management and Retrieval*
- *Effective in Oral/Written Communication and good conversing skills*
- *Diplomacy and the ability to communicate clearly*
- *Firm leadership skills*
- *The ability to multitask, priorities and manage time*
- *The ability to perform under pressure*
- *Highly motivated as well*
Extremely organized & Strong multi-tasking and time management skills.

Declaration:

I Hereby Declare That All The Information Given Above Are True And Correct With The Best Of My Knowledge. And Reference Will Produce Up On Demand.

Shumailah Parveen