



MUHAMMAD IMRAN ASHRAF

Administrative Assistant

CONTACT

- +971502771675
- muhammadimranashraf006@gmail.com
- Abu Dhabi, United Arab Emirates
- Pakistan

EDUCATION

2018 – 2022
GOVT. COLLEGE UNIVERSITY,
FAISALABAD, PK

- Bachelor's in Business Administration

2014 – 2016
GOVT. DEGREE COLLEGE
JAHANIAN, PK

- Fine Arts

SKILLS

- Commitment
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English
- Urdu

PROFILE

"Recent graduate with a degree in Business Administration. Eager to apply skills and knowledge in a dynamic work environment. Looking for opportunities to grow and contribute to a team."

WORK EXPERIENCE

Aspire Group Of Colleges, PK

2017 – 2022

Administrative Assistant

Core Responsibilities:

- Scheduling** : Manage calendars, schedule appointments, and coordinate meetings.
- Communication Handle** : Phone calls, emails, and correspondence.
- Data Management** : Maintain accurate records, files, and databases.
- Document Preparation** : Create, edit, and distribute documents, reports, and presentations.
- Office Management** : Supervise office supplies, equipment, and facilities.

Fast to Fast Technical Services Co. LLC, UAE.

2023 – 2025

Administrative Assistant

Key Responsibilities:

- Clerical Support:**
Answering phone calls and emails.
Greeting visitors and directing them appropriately.
- Office Organization:**
Maintaining systems (physical and digital).
Scheduling meetings and appointments.
Ordering and managing office supplies.
- Document Handling:**
Scanning, photocopying, and printing documents as required.
Ensuring confidentiality and secure storage of sensitive information.
- Support to Management:**
Assisting in preparation of reports, presentations, and meeting agendas.

REFERENCE

"I'm a quick learner, ready to take on new challenges."