





Shafqat Naeem

Profile

I hold a Bachelor's degree in Information Technology and possess over 5 years of diverse administration experience in reputable firms. I've worked as a Housekeeping Supervisor, Personal Assistant, and handled client interactions, office documents, and system tasks. With a passion for administration, I've progressed from an Admin Assistant to an Assistant Manager Admin. Currently, I am on a visit visa in Dubai. I am a hardworking individual dedicated to excelling in administrative roles.

Contact

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Profile

- Passport No: EU9954081
- Date Of Birth: 15-10-1996
- Gender: Male
- Nationality: Pakistan
- Country of Stay: UAE
- Visa Status: Visit Visa Valid till 10 May 2024

Languages

- English
- Urdu

Education

BACHELOR'S IN INFORMATION TECHNOLOGY

(2018)

Ghazi University D.G. Khan

Experience

ALI FATIMA HOSPITAL, LAHORE

(July 2018 - Dec 2018)

Admin Assistant (Internship)

- Efficiently managed Housekeeping staff affairs for a seamless operation
- Coordinated closely with waste management company.
- Actively responded to patient complaints, ensuring swift and effective resolutions.
- Streamlined office document management and enhanced file organization
- Demonstrated commitment to excellence in overall administrative tasks.

SAPPHIRE TEXTILE MILL LAHORE

(Feb 2019-Jan 2022)

Senior Officer Admin

- Effectively managed the entire Housekeeping staff, ensuring a well-coordinated and productive team.
- Conducted daily visits to Manufacturing departments in collaboration with the Head Administration to identify and promptly resolve operational challenges, while providing comprehensive reports to the Head Admin.
- Excelled as a Documents Controller, overseeing
- Thorough record-keeping and maintaining a systematic filing system.

Skills

- Strong Communication
- Microsoft Office (MS Word, Powerpoint, Excel)
- Data Analysis
- Project Management
- Client Relation
- Policy Development
- Team Leadership
- Office Management

Experience

- Proficiently prepared presentations.
- Demonstrated expertise in system work, contributing to the seamless integration and functionality of various processes.
- Effectively handled emails, ensuring timely responses and efficient communication management.
- Coordinated meeting arrangements, displaying organizational skills and attention to logistical details.
- Responsible to assist top Management.

FORCES SCHOOL AND COLLEGE SYSTEM

(Feb 2022-Jan 2024)

Assistant Manager Admin

Directed the interview process for hiring, showcasing strong organizational and communication skills.

- Facilitated the seamless settlement of HR documents, ensuring compliance and accuracy in records.
- Demonstrated proficiency in email handling, managing a high volume of correspondence with efficiency and precision.

Coordinated effectively with Teaching staff, fostering a collaborative environment for enhanced

- communication and productivity.

Coordinated Parent-Teacher Meetings (PTM), showcasing adept event planning and coordination skills.

- Provided comprehensive overall reports to the Head Admin and Director, highlighting key metrics and performance indicators.

Maintain examination schedules.

Manage inventory of examination materials.

- Assist in the planning and execution of academic matters.
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