

HAFIZ ABDULLAH IRFAN

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Dubai, United Arab Emirates

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Hardworking and passionate job seeker with strong organizational skills eager to secure an entry-level position. Ready to help the team achieve company goals.

PROFESSIONAL EXPERIENCE

WAHAT ALRAYYAN FOR PROJECT MANAGEMENT SERVICES

Dubai, UAE

February 2023 – Present

Human Resource Assistant

- Record and maintain all application data
- Responsible for the day-to-day administration of visa compliance
- Document verification and collection of applications for visa processing
- Oversaw the implementation of visa processing procedures to improve overall efficiency
- Provide necessary updates and coordination with clients/customers for any missing requirements

EMIRATES HEALTH SERVICE

Dubai, UAE

Administrative Assistant (Part Time)

September 2023 – October 2023

- Handled payments from clients on time
- Getting quotations from vendors of assets
- Getting the paperwork ready for the sale of assets
- Managing sales to ensure customer satisfaction and relationship
- Expertise in record-keeping, filing and certification preparations
- Maintain polite and professional communication via phone and e-mails
- Entering new inventory into the Microsoft Dynamics software and keeping an eye on inventory check and balance

FATIMA FERTILIZER, FATIMA GROUP

Lahore, Pakistan

Sales and Marketing Intern (Internship)

July 2022 – September 2022

- Tracked inventory to ensure a steady supply of goods
- Conducting market research for a new product's launch
- Produced crucial documentation and presentations for staff meetings
- Entering sales data into Database to maintain current and correct information
- Create and execute marketing campaigns to generate leads and increase awareness
- Analyze market trends, competitor activities, and customer feedback to identify areas of improvement

RAFEE LEATHER CLASSIC

Salesperson

Lahore, Pakistan*August 2018 - January 2023*

- Worked in areas like Goods In and Out Entry
- Handled cash and card payments with precision
- Ensuring that the store is kept clean and organized
- Collect data about competitor activities in the market
- Manage customer queries in a timely and efficient manner
- Stock Checking, Inventory Management, Preparing monthly inventory report
- Presenting items to clients using persuasive arguments to preserve good business ties
- Utilizing Excel to manage Inventory and Stock was kept an eye to ensure a steady supply of goods

EDUCATION

UNIVERSITY OF LAHORE

Bachelor's in Business Administration

Majors: Project Management

Lahore, Pakistan*September 2022***ADDITIONAL SKILLS**

- Quick Learner, Self-motivated.
- Strong Logical and Communication skills.
- Administrative Writing Skills, Reporting Skills.
- Ability to work independently as well as in a team.
- Conversant in Microsoft Office (Excel, Word, and Power Point).
- Strong Organizational skills with ability to prioritize a busy and often conflicting workload.
- I have excellent organizational skills and ability to thrive in a dynamic environment, prioritizing and adjusting to multiple and varying tasks daily.
- I have excellent Time Management Skills with the ability to multi-task and manage changing priorities and follow up to resolve pending items.