

Ayesha Ashraf

Administration

Trustworthy and motivated Office Administrator with 5+ years of experience in administrator office environments. Excellent at multitasking, with particular expertise in managing deadline-driven environments, maintaining records, increasing office efficiency and dealing with a large volume of business inquiries.

Contact

Address

Al Quoz 2 Dubai

Phone


+971551710326

E-mail

ayesha.ashraf0885@gmail.com

Skills

Staff Management  Very Good

Performance improvement  Very Good

Business correspondence  Good

Time management  Very Good

Records management  Excellent

Languages

Urdu/Hindi  Excellent

Work History

2022-01 -
Current

GX Ambassador

FSG (Serco), Dubai International Airport

- Assisted team with operational policies and procedures to drive services.
- Promoted good customer relations and premier customer satisfaction by demonstrating professionally demeanor and can-do attitude.
- Greeted customers and clients to create welcoming atmosphere.
- Coordinated volunteer program for organization, recruiting and training volunteers in best practices.

2020-12 -
2021-12

Business Owner (Real State)

City Housing, Sialkot

- Look after/Manage daily administrative issues and daily business functions.
- Oversaw business budget planning and administration, accounting functions, purchasing, and bi-weekly payroll to handle financial needs.
- Put together realistic budgets based upon costs and fees for successfully operating business.
- Consulted with customers to assess needs and propose optimal solutions.
- Prepared bank deposits and handled

English

Very Good

Arabic

Good

- business sales, returns and transaction reports.
- Performed statistical analyses to gather data for operational and forecast team needs.

2019-08 -
2020-06

Franchise Owner

ELC School System, Sialkot

- Handled team, customer and operations issues with calm, knowledgeable strategies to keep business on-track against targets.
- Managed Administrative matters, inventory and overhead costs effectively to maintain business profitability.
- Oversaw payroll, business planning and marketing for franchise operations.
- Recruited and developed successful leadership staff to handle day-to-day business operations.

2018-10 -
2019-08

Accountant

Apex Group Of Collages , Sialkot

- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Reconciled accounts and reviewed expense data, net worth, and assets.
- Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating, and cash, and banking reconciliations.
- Gathered financial information, prepared documents, and closed books.



Education

Masters : Economics

Panjab University

BSC: Computer And Information Sciences

Panjab University

3Years Diploma: Mechanical Technologies

Government Swedish College Gujrat

Intermediate: Computer And Science

Gujranwala Board of Intermediate - Sialkot

Matriculation: Science

Gujranwal Board - Sialkot



Short Courses

OET

MS Office

Web Designing/Browsing



Training

Health and Safety

Fire Awareness

Surge 9 (About all operations of Airport)

