Beenish Yousuf

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# Objective

I’m a person with a good moral character and surely believe in hard work and aptitude. My objective is to maintain an exemplary work for the firm and to utilize my skills in finest possible way to prove my integrity and professionalism.

# Experience

Personal Info

Father’s Name: M. Yousuf Khan

Residence: Flat 217 Abdul Aziz Al Majid building Al Qusais 2 Dubai, Dubai from Pakistan

## Admin Assistant

**M.A.J International**, P.E.C.H.S Karachi

Feb 2016 to till date.

NIC: 42201-3704027-8

Passport: FS6910271

* Processes incoming and outgoing mail.
* Answers, screens, and refers inquiries.
* Provides photocopying and distribution services.
* Operates computer-based equipment.
* Types routine correspondence provides data entry services.
* Maintains filing system (updating index, creating, updating, and forwarding files, etc.)
* Maintains stock of office supplies and specialized forms
* Collates general information as required.
* Provides switchboard relief.
* Assists other office staff as required.
* Picks up supplies on a periodic basis.

Performs other assigned duties that are within the area of knowledge and skills required by the job description.

Aug 2012 to Aug 2016

## Admin Assistant

**G.I.A Corporation,** Shahrah-e-Faysal-Karachi

* + - Maintain filings.
		- Making detail of stationery
		- Prepare the monthly salary sheet of all staff.

 Visa Status: Visit

 Date of Birth: NOV 20, 1985,

 Nationality: Pakistani

 Religion: Islam

Marital Status: Single

# Skills & Abilities

* Knowledge of In-co terms
* Strong desire to expand knowledge and grow.
* Positive attitude, strong work ethic and a team player
* Excellent attention to detail and organized.
* Excellent written and verbal communication skills.

# Language



* + - Urdu
		- English
		- Hindi

# Reference

Available on request

# Education

* Bachelor of Arts: 2009 University of Karachi.
* Intermediate: 2006 Higher Board of Karachi.
* Matriculation: 2003 Secondary Board of Karachi.

# Certificate

* Diploma In Beautician: 2012

Technical Board of Karachi.

# Computer Skills

* MS Office (Word, Excel, and PowerPoint)
* Email, Surfing & Browsing