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Nationality
Pakistani

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Skills

- Microsoft Office
- Time Management
- Leadership
- Negotiation
- Project Management
- Teamwork
- Detail-Oriented
- Conflict Resolution
- ERP/SAP
- Project management
- Time management
- Communication
- Organizational skills



Languages

- English**
Advanced
- Urdu**
Native
- Punjabi**
Native
- Arabic**
Intermediate

Syed Jillani
Administrative Coordinator

Office Support Professional with several years of experience providing exceptional administrative and customer service support. Skilled in managing daily office operations, including scheduling, data entry, filing, and record keeping. Expertise in providing administrative support for daily processes and activities in a corporate environment. Highly organized individual with experience providing executive support to executives, directors and other professionals. Adept at streamlining office operations, managing calendars and providing administrative support. Experienced in coordinating projects, preparing reports and maintaining filing systems. Committed to delivering high-quality results in a timely and efficient manner

Experience

Administrative Coordinator

Issam Kabbani & Partners Muscat,Oman
Sep 2015 - Mar 2024

- Developed and maintained filing systems for electronic and paper documents.
- Served as liaison between vendors, suppliers, clients and staff members.
- Demonstrated strong proficiency in Microsoft Office Suite.
- Managed incoming and outgoing mail distribution, including scanning, sorting and delivering items promptly.
- Scheduled appointments and worked with leaders to manage time and maintain department calender.
- Compiled information into spreadsheets for analysis purposes.
- Maintained and updated employee records and personnel files.
- Efficiently managed confidential files in compliance with corporate regulations.
- Provided additional support during peak periods or special projects as required.
- Ordered office supplies to maintain optimum stock levels.
- Stayed up-to-date on company procedures, policies and benefits to keep employees informed of changes.
- Monitored employee time cards for accuracy prior to submitting payroll records.
- Collaborated with team members to develop and implement processes.
- Coordinated travel arrangements for staff members and visitors.
- Performed data entry tasks accurately with attention to detail.
- Monitored office supply needs with consistent inventory checks and requisition approvals

Administration Assistant

LMDC Lahore,Pakistan
Mar 2012 - Jun 2015

- Provided administrative support to the team and ensured smooth operations of the office
- Managed day-to-day administrative tasks, coordinated meetings and schedules, maintained accurate records, and assisted with office operations.
- Helped managers in other departments with projects as needed.
- Served as primary point of contact for facilitating operational and administrative inquiries.
- Organized office operations and procedures, such as filing systems, data entry, mail distribution and bookkeeping.

Logistics Supervisor

Imperial Enterprise Lahore,Pakistan
Feb 2010 - Jul 2012

- Overseen all logistics operations for the company
- Supervised logistics operations, managed inventory and coordinated shipments, ensured timely and efficient distribution of goods, and developed and implemented logistics strategies

Education

Bachelor of Arts BA

University Of Punjab Lahore,Pakistan
Jul 2012 - Oct 2014