

# HALEEMA BIBI

Location: Dubai, UAE

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## PROFESSIONAL SUMMARY

Detail-oriented and highly organized **Administrative Assistant** with 2 years of experience providing comprehensive administrative support in fast-paced office environments. Adept at managing multiple tasks simultaneously, including scheduling meetings, handling correspondence, and maintaining filing systems. Proven ability to enhance office efficiency by coordinating resources and streamlining processes and managing multiple documents.

## EXPERIENCE & WORKING DETAILS

### East & West law Collage Pakistan

Jan 2024 - Dec 2024

#### **Admin Officer & Accountant**

- ◆ Oversee the daily operations of the office, ensuring all functions run smoothly.
- ◆ Coordinate and scheduled all company meeting, appointment, in reviews and inspections.
- ◆ Manage employee salaries & students fee records.
- ◆ Maintain accurate financial records and generated reports.
- ◆ Arrange minutes of meetings and appointment's.
- ◆ Oversee the administration of the office, including cleaning
- ◆ Track daily staff Attendance.
- ◆ Responsible, punctual and capable of working without supervision
- ◆ update office policies as needed.
- ◆ experience office management software like MS Excel, MS Word.

### Vocational Training Institute, Hasan Abdal Pakistan

Jan 2023 - Dec 2023

- ◆ Enter, update, and maintain data in various systems or databases.
- ◆ Prepare reports and presentations as needed for management or teams
- ◆ Provide assistance to clients, visitors, and team members in a friendly and professional manner.
- ◆ Ensure all activities comply with company policies and regulation.
- ◆ Ensure high levels of customer satisfaction and professionalism in all interactions.
- ◆ Assist with budgeting, invoicing, and tracking expenses.

## EDUCATIONAL DETAIL

### Sarghoda University, Pakistan

2020

#### **Master**

2nd division

### Alama Iqbal Open University Pakistan

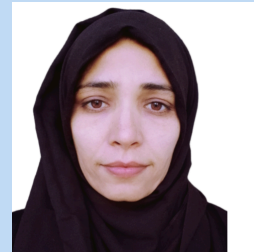
2017

#### **Bachelor**

2nd division



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## PERSONAL DETAILS

Date of Birth : 12-October-1989

Marital Status : Married

Nationality : Pakistani

Religion : Islam

Gender : Female

## SKILLS

- ◆ Time Management ◆ Problem solving ◆ Team building ◆ Decision Making ◆ Customer service skill
- ◆ Technical skill ◆ Hardworking
- ◆ Communication skill



## LANGUAGES

English, Urdu & Hindi

## ACHIEVEMENTS & AWARDS

- ◆ Achieve great job certificate from Dare Arqam School Pakistan.
- ◆ 8 months Microsoft office course from vocational training Pakistan.