

Hussain Ahmad

Administrative Assistant

Ummihaani777@gmail.com

+971552605326

SUMMARY

Highly organized and detail-oriented administrative assistant with the experience supporting executives and managing office operations. Proficient in calendar management, travel coordination, and document preparation. Adept at handling confidential information and maintaining a professional atmosphere.

PROFESSIONAL EXPERIENCE

Administrative Assistant

July-2023- Present

Administrative Tasks

1. Managed front desk operations, including answering phone calls and responding to emails
2. Coordinated travel arrangements, accommodations, and itineraries for executives
3. Maintained accurate and up-to-date records, files, and databases
4. Prepared and distributed meeting materials, agendas, and minutes
5. Developed and implemented effective filing systems, both physical and digital

Communication and Correspondence

1. Composed and edited correspondence, reports, and presentations
2. Responded to routine inquiries and resolved administrative issues
3. Coordinated with departments to ensure seamless communication and collaboration
4. Prepared and sent newsletters, announcements, and other mass communications

Scheduling and Organization

1. Coordinated schedules, appointments, and meetings for executives and teams
2. Managed calendars, ensuring accuracy and up-to-date information
3. Planned and coordinated events, conferences, and meetings
4. Developed and maintained project timelines and deadlines

Financial and Operational Support

1. Managed budgets, expenses, and invoices
2. Processed payments, reimbursements, and other financial transactions
3. Coordinated with finance teams to ensure accurate financial reporting
4. Maintained office supplies, equipment, and facilities

General Clerk

June 2018 - June 2023

Data Entry and Record-Keeping

1. Entered data into computer systems, spreadsheets, and databases
2. Maintained accurate and up-to-date records, including employee files, customer records, and financial documents
3. Verified data for accuracy and completeness
4. Retrieved and provided information from records and databases

Communication and Correspondence

1. Composed and edited correspondence, reports, and presentations
2. Responded to routine inquiries and resolved administrative issues
3. Coordinated with departments to ensure seamless communication and collaboration
4. Prepared and sent newsletters, announcements, and other mass communications

Office Support

1. Provided administrative support to managers, supervisors, and other staff members
2. Managed office supplies, equipment, and facilities
3. Coordinated travel arrangements, accommodations, and itineraries
4. Maintained a clean and organized workspace

Customer Service

1. Responded to customer inquiries and resolved issues
2. Provided information and assistance to customers
3. Managed customer complaints and concerns
4. Maintained a positive and professional attitude when interacting with customers

Other Responsibilities

1. Performed special projects and tasks as assigned
2. Payments to customer directly During peak time
3. Maintained confidentiality and handled sensitive information with discretion

SKILLS

Technical Skills

1. Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
2. Google Suite (Docs, Sheets, Slides, Gmail)
3. Email management tools (e.g., Mailchimp)
4. Scheduling software (e.g., Calendly)
5. Database management systems
6. Spreadsheets and data analysis
7. Document management systems

Soft Skills

1. Communication and interpersonal skills
2. Organizational and time management skills
3. Attention to detail and accuracy
4. Problem-solving and adaptability
5. Customer service and relations
6. Teamwork and collaboration
7. Leadership and initiative

Administrative Skills

1. Scheduling appointments and meetings
2. Managing calendars and reminders
3. Coordinating travel arrangements
4. Preparing and editing documents
5. Managing files and records
6. Handling mail and correspondence
7. Maintaining confidentiality and discretion

Analytical and Problem-Solving Skills

1. Data analysis and interpretation
2. Identifying and resolving administrative issues
3. Developing and implementing process improvements
4. Troubleshooting technical issues
5. Researching and providing information

EDUCATION

Master of Commerce

AWKUM University Mardan KPK Pakistan.

Aug 2015 - Sep 2017

ADDITIONAL INFORMATION

- **Languages:** English, Urdu, Hindi, Pushto.
- **Certifications:** Computer Literacy Programme (GCMS-Mardan).