



Jabran Mirza

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ABOUT ME

Camp Boss / Administration

Dynamic and had working camp boss and administrative assistant with 2 years of experience in the Administration with solid knowledge of the policies and regulations in the office work and field with the ability to establish and maintain strong relations with personnel and staff members.

EDUCATION AND TRAINING

Future Institute

SSC with commerce

[2014]

Secondary

[2009]

WORK EXPERIENCE

OUJH Event / Administrative Assistant

[05/01/2020 - 26/12/2021]

- Petty Cash Handling
- Justify and deduction in the salary by providing proper documentation.
- Timekeeping Camp Allocation for the Hired Staff and E

MCSIX Construction / Camp Boss

[04/09/2018 - 19/10/2019]

- Preparing Daily Camp employee's camp and food reports to HR
- Solving employee camp-related issues.
- Follow up for employee's transportation from camp to site and site to camp.
- Maintains the weekly camp maintenance reports.

KHALID BOOK TYPING Data Entry Operator

[16/02/2016 - 21/03/2017]

- Filling Online Job Application
- Tickets & Travel

Sales Man & Order taker in Emporium Mall in Chakwal

[2014 - 2015]

- Maintains Customer Satisfaction scores at or above company standards
- Proactively develop new and existing industry relationships
- Understanding the customer needs to capitalise on all lead opportunities, orders and contracts
- Estimating, tendering and quoting
- Upselling and cross-selling at every opportunity
- Support management and other prospecting tools

- Plan and organize personal sales strategy by maximizing the Return on Time Investment for the territory/segment
- Manages the get-ready/reconditioning and final delivery processes

HOBBIES AND INTERESTS

Interests

- Reading Quran & Namaz
- Music Listener
- Driving
- Visiting New Palaces

COMMUNICATION AND INTERPERSONAL SKILLS

Skills

- Administrative
- Soft by Nature
- Creative
- Problem-Solving
- Communication
- Microsoft office tools
- Excel and Software suits

LICENSE

Valid Driving License

Valid Bahrain, Kingdom of Saudi Arabia & Pakistan License