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# MUBINA DURRANI

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[https://www.linkedin.com/in/mubina-durrani-03377027a?utm\\_source=share&utm\\_campaign=share\\_via&utm\\_con](https://www.linkedin.com/in/mubina-durrani-03377027a?utm_source=share&utm_campaign=share_via&utm_con)

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## PROFESSIONAL SUMMARY

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Dedicated Assistant Supervisor with 5 years of experience at Sui Northern Gas Pipelines Limited. Demonstrated strong leadership by overseeing workers, training new hires, and conducting safety audits. Developing and implementing solutions to improve efficiency and productivity. Proficient in preparing comprehensive data management, project management and maintaining effective communication with management. Possessing proficiency in Microsoft Office, data entry, and strong communication abilities. Previously served as Secretary to the General Manager, excelling in managing daily agendas, facilitating smooth meeting, welcoming visitors and sophisticated communication among departments. Proven expertise in recordkeeping, optimizing digital file systems, and ensuring compliance with regulatory requirements.

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## WORK HISTORY

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**Assistant Supervisor, 03/2019 - 05/2024**

**Sui Northern Gas Pipelines Limited** - Lahore, Pakistan

- Daily report generation for making regular progress reports and status updated to the senior management.
- Performed general administrative tasks as needed to contribute to the Company's operations.
- Delegated tasks appropriately, achieved balanced workload among team members.
- Conducted monthly safety audits.

**Secretary to General Manager, 04/2016 - 02/2019**

**Sui Northern Gas Pipelines Limited** - Lahore, Pakistan

- Prepared of invoices, payments and expenses of office equipment.
- Liaised with other departments to ensure smooth inter-departmental communications.
- Welcomed arriving visitors and directed to appropriate meeting rooms.
- Screened and directed incoming phone calls and distributed correspondence effectively.

**Records Clerk, 01/2013 - 03/2016**

**Sui Northern Gas Pipelines** - Lahore, Pakistan

- Managed file systems for easy access and retrieval.
- Organized paperwork, resulting in a well-ordered office environment.
- Photocopied documents and distributed copies to correct personnel.
- Established a record management system, facilitating to records, and ensuring the protection sensitive and vital documents.

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## SKILLS

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|-------------------------------|---------------------------------|
| • Strong Communication Skills | • Project Management            |
| • Strong Organization Skills  | • Efficient Data Management     |
| • Attention to Detail         | • Operated Dashboard & Software |
| • Problem-Solving             | • Data Entry                    |
| • Leadership & Team Work      | • Microsoft Office & Suite      |
| • Administrative Support      | • Typing Techniques             |
| • Excellent Time Management   | • Outlook                       |
| • Flexibility & Adaptability  | • Record-Keeping                |

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## EDUCATION

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**Master:** Human Resource Management, 04/2016 - 10/2018  
**Virtual University of Pakistan** - Pakistan

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## LANGUAGES

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**English**

**Urdu**

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## ACCOMPLISHMENT

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During my tenure as an Assistant Supervisor, we had a project of KMIs to complete within 5 years and I have had the privileged that I was become the part of that team. We successfully achieved the milestone target within the timeline, resulting in a 2.5% profit granted by the regulatory body upon project completion. Completing a project and contributing in our Company's profitability and credibility in the public sector was a significant accomplishment.