

# NADA IQBAL HUSSAIN

Mobile No - 0527600207

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## Profile Summary

To be part of an organization where I can utilize my knowledge and abilities in the most proficient manner to accomplish organization goals and gather knowledge to build my career.

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## Work Experience

### Admin & Executive Secretary – Majestic Car Care LLC, Dubai, UAE

#### Aug 2023 to Present

- Prepare & review invoices, quotations, & other accounting documents.
- Recommend, develop, and maintain financial databases, computer software systems, and manual filing systems.
- Scheduling interviews, taking telephonic interviews and compile & update employee records.
- Provide support to operation manager in business operation duties & resolving operational issues.
- Deal with all enquiries in a professional and courteous manner, in person & on the telephone & via e-mail.
- Assist in planning & preparation of meetings, conferences & social media events.
- Act as first point of contact with customers & clients.
- Handling & arranging office supplies as and when necessary.

### Receptionist – Mobily, Kingdom of Saudi Arabia

#### Jan 2022 to Jan 2023

- Greet & welcome guests as soon as they arrive at the office.
- Direct visitors to the appropriate employee & office.
- Answer, screen & forward incoming phone calls.
- Ensure the reception area is tidy & presentable, with all necessary stationery & materials.
- Provide basic & accurate information in person & via phone/email.
- Receive, sort & distribute daily mail/deliveries.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).
- Order front office supplies & keep inventory of stock.
- Update calendar & schedule meetings.
- Perform other clerical duties as filing, photocopying, and faxing.

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## Academic Details

- High School Diploma – Al Fadhl Pakistan International School, Kingdom of Saudi Arabia (2018)
  - High School – Al Fadhl Pakistan International School, Kingdom of Saudi Arabia (2016)
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## Personal Details

- Date of Birth 1<sup>st</sup> Dec 1998
- Nationality Pakistan
- Languages Known English & Urdu
- Visa Status Husband Sponsored

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## References

I declare that the above provided information is true to my knowledge and any further references would be furnished upon request.

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