

**Neelam Robab**

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Visa Status: Sponsorship (Husband)

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Committed to contribute towards the growth of a dynamic organization that offers challenging opportunities and appreciates the performance criterion, and to explore my hard working ability to its fullest, wish to work in advance environment rich with knowledge, & potentials where I can perform to improve my capacities.

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## CAREER HISTORY

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### **Executive Administration (July 2017 to December 2018)**

**Comcept (Pvt)Ltd., Pakistan.**

**Job Role:**

- Acting as a first point of contact, dealing with correspondence and phone calls.
- Managing diaries and organizing meetings and appointments.
- Booking and arranging travel, transport and accommodation.
- Organizing events and conferences.
- Reminding the director of important tasks and deadlines.
- Typing, compiling and preparing reports, presentations and correspondence.
- Maintenance of file records.

### **Junior Executive/ Administration (August 2015 to September 2016)**

**Comcept(Pvt)Ltd., Pakistan.**

**Job Role:**

- Day to day job assignment/tasks to admin staff.
- To assist Manager Administration.
- Record of office stationery.
- Arrangements for meetings, training and workshops.
- Arrangements for the refreshments for management.
- Travel arrangements for management including air tickets, hotel booking and car rentals.
- Check on housekeeping staff.
- Resolution of day to day issues of admin staff.

### **Client Relationship Officer (CRO) (March 2014 to June 2015)**

**Allied Schools, Quaid Campuses, Islamabad, Pakistan.**

**Job Role:**

- Greet visitors and employees courteously and cater for their special requests, needs and keeping informed the clients.
- Answer phone calls and manage meetings and appointments.
- Admission of students.

- Maintain cleanliness of reception area, maintain and monitor office equipment.
- Maintenance of file records.
- Responsible for handling and keeping the record of petty cash.
- Coordination with parents and general administration.

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### EDUCATIONAL QUALIFICATION

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|---|-------------|
| ➤ <b>Masters in Business Administration (MBA)</b> | <b>2013</b> |
| ➤ <b>Bacholars ( Economics)</b>                   | <b>2009</b> |
| ➤ <b>F.Sc (Pre medical)</b>                       | <b>2007</b> |
| ➤ <b>Matriculation</b>                            | <b>2005</b> |

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### KEY COMPETENCIES AND SKILLS

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#### **Administrative skills**

- Competent on all Microsoft Office program.
- Taking prompt, decisive and corrective action to rectify any short comings.
- Ability to multi task with strong attention to detail.
- Accurately filling in administrative records and relevant paperwork.

#### **Personal skills**

- Acting with the highest ethical standards, and always treating others fairly & with respect.
- A creative & innovative thinker.
- Willing to be accountable, liable, & answerable for actions & decisions.
- Can work well under pressure.
- Strong sense of responsibility.

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### Computer skills

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MS Office Suite, E-mail Applications, Web Browsing & Internet surfing

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### Languages

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English, Urdu, Punjabi