



Nouman Yousaf

Assistant

Contact Info

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🏠 Flat 112, Darulaman 3, Alkarama, Dubai
DATE OF BIRTH: 04-09-1999
Dubai, United Arab Emirates

Experienced Office Assistant with 3 years of expertise in managing office tasks, combining strong organizational, interpersonal, and communication skills and have typing speed of 60 words in a minute. Adept at handling multiple responsibilities in a fast-paced environment, with advanced proficiency in MS Office Suite. Seeking an opportunity in a dynamic and challenging work environment to apply my knowledge and experience, contribute to organizational growth, and advance my career.

Strengths & Skills

- ✓ Administrative Skills
- ✓ Document Management
- ✓ Problem Solving
- ✓ Effective Communication
- ✓ File Organization & Maintenance
- ✓ Time and Task Management
- ✓ Calendar & Meeting Coordination
- ✓ Data Entry & Database Management
- ✓ Interpersonal Skills
- ✓ office administration
- ✓ MS Office Suite Expertise (Word Excel PowerPoint)
- ✓ Reporting
- ✓ Customer Service
- ✓ Data Management
- ✓ Multitasking
- ✓ Email and Correspondence Management
- ✓ Report Preparation
- ✓ Typing Speed 60 words in a minute

Academics

Title	Institute	Date
Bachelor of Arts in Mass Communication	Allama Iqbal Open Univeristy, Islamabad	2021
Intermediate in Computer Sciences	Islamabad Model College for Boys, Islamabad	2018
Matric	Crescent International School, Islamabad	2016

Certifications

Title	Authority	Date
Certificate in Typing (50 w.p.m)		Starting December 2019
Certificate in Shorthand (100 w.p.m)		Starting December 2019
Certificate in English language		Starting July 2017
Certificate in Information Technology		Starting September 2016

Experience Fresh

Company	Designation	Duration	
Zil Limited, Islamabad, Pakistan	Office Assistant	Sep 2023 - Aug 2024	11 months
Ministry of Commerce, Islamabad, Pakistan	Office Assistant / Office Coordinator	Nov 2021 - Aug 2023	1.8 years

Work History

Zil Limited, Islamabad, Pakistan

Sep 2023 - Aug 2024 (11 months)

Office Assistant

Islamabad, Pakistan

Key Resonsibilities:

- Efficiently managed daily office operations, including inventory control, document filing, data entry, and customer relations.
- Developed and implemented administrative processes to streamline workflow and enhance operational efficiency.
- Provided exceptional customer service by responding to inquiries, addressing issues, and maintaining positive client relationships.
- Accurately managed and updated client records and databases, ensuring the integrity and confidentiality of sensitive information.
- Coordinated and supported team meetings, prepared reports, and maintained comprehensive office documentation.
- Monitored office supplies and placed timely orders to maintain adequate stock levels.
- Assisted management with special projects and provided administrative support to various departments as needed.

Office Assistant / Office Coordinator

Islamabad, Pakistan

Key Responsibilities:

- Handled the accounting software.
- Managed and operated accounting software for accurate processing of financial transactions.
- Welcomed and assisted visitors, ensuring a professional and hospitable environment.
- Oversaw daily clerical tasks, ensuring smooth office operations and adherence to procedures.
- Maintained and organized financial data in Excel, ensuring data integrity and accuracy.
- Handled incoming phone calls, including logging and managing trunk calls. Prepared and organized documents for meetings, interviews, and other official purposes.
- Monitored and tracked file movements, maintaining a proper record of classified and sensitive documents.

Industries

- Government

Languages

- Urdu - Native
- English - Medium

Hobbies

- Cricket
- Football
- Badminton