



Taimoor Younas

Office Coordinator

I want to serve in a progressive organization that offers a challenging working environment and provide opportunities for career development, and enhance the performance appraisals of Achievements & Results.

Contact

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Email

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Address

Baniyas Square, Dubai

Visa Status

Employment Visa

Passport Number

JT6918031

Date Of Birth

November, 09, 1997

Marital Status

Single

Education

2018 - 2022

BSc (Hons) In Physical Education

The University Of Lahore

2017

Higher Secondary School Certificate

Lahore Board

2013

Secondary School Certificate

Lahore Board

Functional Areas

- Import & Export
- Administrative Tasks
- Office/Management Tasks
- Marketing/Digital Marketing
- Guest Service/Customer Support & Care

Industries

- Apparel/Clothing
- Textile/Garments
- Event Management
- Service & Support

Strength & Skills

- Communication Skills
- Computer Skills
- Cost Control
- Time Management
- Quality Management
- Risk Management

Language

English

Urdu

Experience

October, 2022 - April, 2023

Ripley's (Believe It Or Not), Global Village, Dubai.

Guest Service Assistant

- Handling daily 400+ delegates.
- Holding the information for all the Artifacts & Products.
- Handling customer queries with the best possible solution.
- Engaging customers with the product journey.
- Maintaining checklist of all the products in Ripley's database.
- Reporting line manager for the incidents and issues.
- Referring potential buyers to the retail team.
- Ensuring visitors with the best informative journey

April, 2020 - July, 2023

3A Apparel, Lahore, Pakistan.

Import & Export Office Coordinator

- Analyzing quotations for the import & export materials as per the company policy.
- Ensuring production strategies to meet the deadlines & KPI's.
- Maintaining import & export production documents.
- Obtaining KYC documents from the vendors.
- Updating CRM database system with clients information.
- Making travel arrangements.
- Time keeping sheet for the staff.
- Handling staff related issues and inquiries.
- Maintaining shipment tracking for import & export and ensuring the storage charges & customs fees are billed correctly.
- Handling shipment related issues with suppliers.
- Reporting directly to the import & export manager with progress report.

January, 2018 - March, 2020

St. Thomas High School, Lahore, Pakistan.

Assistant Office Clerk

- Maintaining files for the new enrollments.
- Providing assistance to the teachers for time coordinating.
- Handling new students inquiries.
- Maintaining and preparing the time sheets for the teachers.
- Updating enrolled students for the upcoming events and programs.
- Record keeping for the fee's and pending dues.
- Maintaining office files & email conversations & phone calls.

Reference

Will be provided on demand.