A highly motivated and organized professional with over 4 years of experience in administrative role. Possesses excellent time management and communication skills, and is proficient in MS Office. Committed to providing excellent customer service and streamlining processes to ensure smooth operations.

Tayyab Ibtehaj

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+971551995281

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Skills Highlights

- ✓ Shop Keeping
- ✓ Customer Dealing
- ✓ Reports Generation
- ✓ Inventory Management
- ✓ Record Keeping
- ✓ Communication
- ✓ Data Entry
- ✓ MS word
- ✓ MS PowerPoint
- ✓ MS Excel
- ✓ Windows (OS)

Languages

English– Fluent
Urdu – Native

Experience

Administrative Assistant – Aug-2018 to Dec-2022
Jameel Electronics & Home Appliances, Pakistan

- Prepare invoices, reports, memos, letters, financial statements, and other documents.
- Greet visitors, answer phones & emails, and provide general customer service.
- File and retrieve documents, records and reports.
- Schedule appointments and coordinate meeting room use.
- Prepare invoices, reports, memos, letters, financial statements, and other documents.
- Manage calendars, arrange travel plans and itineraries, and coordinate management meetings and events.
- Set up and maintain filing and record-keeping systems.

Bricks and Tiles Manufacturer & Seller – 2017 to 2018
Talagang, Pakistan

- Greet and assist customers in selecting the appropriate bricks and blocks for their projects.
- Be knowledgeable about the different types of bricks and blocks available and their uses.
- Maintain a current and accurate inventory of bricks and blocks.
- Receive orders from customers and process payments.
- Keep updated with current trends in brick and block industry.
- Load and unload bricks and blocks for customers.
- Adhere to safety policies and procedures at all times.
- Answer customer questions and provide helpful advice when needed.
- Keep store area clean and organized.

Education

FSc Pre-Engineering – 2014 to 2016
Punjab College of Science Talagang, Pakistan
Marks: 754/1100