



CONTACT

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30-A Street, Hor Al Anz,
Deira Dubai, U.A.E.

EDUCATION

Master of Business Administration (MBA)
Virtual University of Pakistan (2011)

Bachelor of Commerce (B. Com)
University of Punjab (2008)

Diploma in Commerce (D. Com)
TEVTA Lahore Pakistan (2005)

CERTIFICATION

Diploma in MS Office
Punjab University (2008)

QUICKBOOKS Training Certificate
Virtual University Pakistan (2022)

Diploma in OSHA 30 Hour (2008)
Emirates Institute of Occupational Safety

Diploma in Air Passenger ticket & Tariff
Institute of Tourism & Hotel Management

LANGUAGES

- English
- Urdu
- Hindi

Zeeshan Nazeer

Administrative Executive

Strategic and result given business analyst in office management with **12 years** of experience. Recognized as a visionary and creative thinker with strong analytical skills adept at conceptualizing solutions that align advanced analytical with business strategy to meet business objectives within acceptable levels of risk.

WORK EXPERIENCE

Administrative Executive 2014 - 2024

Airwaves Media (Pvt.) Ltd

- Maintain and update office records, files and databases.
- Manage office supplies stock and place orders.
- Managing customer relationship
- Organizing filing system for important and confidential company documents.
- Maintaining company calendar and schedule appointments.
- Assuring the office is well presented.
- Assist with the development and implementation of HR policies and procedures.
- Negotiating contract with customers and suppliers

Administrative Assistant 2011 – 2014

Nawa-i-Waqt Group

- Updating and maintaining office files, documents and databases.
- Handled inquiries and correspondence, providing excellent customer services to internal and external clients.
- Manage and assign vehicles, coordinate maintenance, track performance and compliance.
- Measurement and monitoring of productivity
- Coordinate and manage travel bookings, ensuring accuracy, compliance with policies and handling any changes or cancellations.
- Assisted in managing office supplies and inventory, ensuring everything is well stocked and organized.
- Provide general support to the team, contributing to the overall success of the company.

Skills

- Proficiency in Microsoft Office (Word, Excel & PowerPoint)
- Excellent organizational and time management skills.
- Strong written & verbal communication skills.
- Ability to work under pressure and meet tight deadlines.