

**Career objective:**

*Secure a responsible career opportunity to fully utilize my training and skills while making a significant contribution to the success of the company.*

# TAYYIBA PERVAIZ

## Experience

### **Admin/Social media manager-Funoon Alameer wedding planning Services (June 2023-April 2024) Dubai**

- Answering the calls and providing customer services
- Maintaining the records in physical & digital form.
- Order supplies and maintenance
- Take meeting notes
- Scheduling meeting
- Writing & sending emails
- Managing social media.

### **HR Admin- Raya AL Tamyz Building Maintenance & Cleaning Service (Aug 2022 to MAY 2023) Dubai**

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Maintain HR systems and processes
- Conduct performance and salary reviews
- Investigate employee issues and conflicts and brings them to resolution

### **Administrator/Social media manager –The Expert Technology (2020 to July 2022)**

- Book meetings and schedule events
- Order office stationery and supplies
- Maintain internal databases
- Submit expense reports
- Keep employee records (physical and digital)
- Maintain a filing system for data on customers and external partners
- Distribute incoming and outgoing mail
- Prepare regular reports and presentations
- Organize, store and print company documents as needed
- Answer and redirect phone calls
- Make travel arrangements
- Handle queries from managers and employees
- Update office policies and ensure compliance with them

### **Administrator Cum document controller –Vigilant Institute of Technology and skills (2018 to 2020)**

- Book meetings and schedule events
- Order office stationery and supplies
- Submit expense reports
- Keep employee records (physical and digital)
- Maintain a filing system for data on customers and external partners
- Distribute incoming and outgoing mail
- Prepare regular reports and presentations
- Organize, store and print company documents as needed
- Answer and redirect phone calls
- Handle queries from managers and employees
- Update office policies and ensure compliance with them

**Nationality:**

Pakistani

**Religion:**

Muslim

**Passport#**

RL3991651

**Visa:**

Own Visa

**Phone:**

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**E-Mail:**

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**LinkedIn:**

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**Address:**

Dubai

## Languages

English

Urdu

Hindi

## Skill Highlights

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- Skill Highlights
  - Project management
  - Strong decision maker
  - Complex problem solver
  - Creative design
  - Innovative
  - Service-focused
  - IT Support
  - Troubleshooting
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### Admin assistant –Milestone technologies (2016-2018)

- Preparing ,organizing and storing information in paper and digital form
- Dealing with queries on the phone and by email
- Managing diaries, scheduling meetings and booking rooms
- Arranging travel and accommodation
- Typing up letters and reports
- Updating computer records using a database

## Education:

**Master in computer Science: Fatima Jinnah Women University-Rawalpindi**

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