

ASIM SHABBIR



E-MAIL

Asimshabbir1991@gmail.com

CONTACT

Mobile:0543997488

ADDRESS

Bur Dubai, Dubai

PERSONAL DATA

D.O.B. : 24-10-1991
Sex : Male
Nationality : Pakistani
Status : Married

LANGUAGES KNOWN

English (Read, Write & Speak)
Urdu (Read, Write & Speak)

COMPUTER SKILLS

MS Office Word, Excel,
PowerPoint, Internet Explorer,
MS Windows and Internet
Surfer.

MANAGEMENT PROFESSIONAL

Seeking a suitable position with reputed organization, offering experience in sales expertise and satisfy customers. A good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding contributes for the organization.

AREAS OF EXPERTISE

- ✓ Team management
- ✓ Customer Relation & Support
- ✓ Customer Service Skills
- ✓ Negotiation & Presentation Skills

CAREER SNAP SHOT

2020-Ongoing = Promoter

2019-2019 = Admin Assistant/ Coordinator

2017-2018 = Executive Assistant

2016-2017 = Office Assistant

EDUCATIONAL ATTAINMENTS

EDUCATIONAL QUALIFICATIONS

2015 Graduation **B.Com** The University of Punjab.

2009 Intermediate **Pre-Medical** Board of Intermediate and Secondary Education.

2006 Secondary School Examination, Board of Intermediate and Secondary Education.

INTERESTS

Studying, gaming, Computers and internet.

PROFESSIONAL EXPERIENCE

Promoter (Jan 2020 – ongoing)

National Store L.L.C

Near Emirates Metro Station, Dubai

- Wiko Mobiles

Admin Assistant/Coordinator (May 2019 – Dec 2019)

MIFI & PSEVEN L.L.C

Sheikh Zayed Road, Dubai

- Welcoming visitors and directing them to the relevant office/personnel
- Carrying out clerical duties such as answering phone calls, responding to e-mails, and preparing documents, including office correspondence, memos and presentations.
- Coordinating and managing appointments, meetings, and the conference room schedule
- Performing bookkeeping tasks such as invoicing, monitoring accounts
- Maintaining general office files, including job files, vendor files, and other files related to the company's operations
- Overseeing the maintenance of office facilities, and equipment
- Performing other relevant duties when needed
- Interacting with customers for the verification of applications
- Manage and maintain the record of customers
- Inform clients of unforeseen delays or problems
- Ensuring the information is accurately collated and entered in to systems
- Prepare monthly/weekly sales report to release sales team salaries
- Managing, creation, recordkeeping and tracking of sales report
- Managing and creating the reports of tablets, laptops and sim cards issued to team leaders and sales staff
- Managing and preparing document and reports of all the employees for visa processing

Executive Assistant (Oct 2017 – Dec 2018)

Capital Builders

Islamabad, Pakistan

- Maintain the record of Mails received by mail or by hand
- Maintain the record of Daily attendance of Office staff
- Prepare monthly attendance record of staff and delivered to CEO
- Managing the incoming & outgoing email, letter & correspondence of the company
- Maintain the office document as per the policy
- Prepare LPO's whenever is required as well

Office Assistant (Sep 2016 – Oct 2017)

Riphah International University

Islamabad, Pakistan

- Manage office workflow procedures to ensure maximum efficiency
- Maintain files and records with effective filing systems
- Support in various administrative tasks i.e redirecting calls, disseminating correspondence, scheduling meetings
- Monitor office expenditures and handle all office contracts
- Perform basic bookkeeping activities and update the accounting system
- Monitor office supplies inventory and place orders