

Zubia Ayaz

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Strengths Includes: Good work ethics, leadership abilities, desire to expand my knowledge of administrative support position, strong interpersonal and communication skills, excellent organizational skills.

Education Bachelors in Commerce
Government Commerce College

Matriculation (Science)
St. John's high School

Extra Qualification AutoCad Designer

Experience: 2009-2012
Rite Aid Drugs Pharmaceutical (Pakistan and U.A.E.)
(Worked as a S.P.O. and Office Secretary.)

- Worked as a Sales Promotion Officer visits hospitals to take prescription from doctors of new medicine.
- Presenting the new products to doctors in big hospitals

After transfer to U.A.E. branch worked as a Sales Manager

- Daily receiving and Preparing online orders from different countries as per their requirements in the computer as they have setup programs of DHL, FedEx, TCS, and Postal.
- Packing of medicine according to the list of orders
- Maintain daily stock of medicine
- Calls and sends daily shipments through couriers
- Daily queries of the customers
- After completing and shipments sends emails to all managers for the acknowledgment.

2012-2014
State Life Insurance Corporation
(Insurance Agent)

- Prospected through visiting different market
- Presentment insurance plans to the clients

2014-2016
Green Aden Technical Services
(Executive Secretary)

- In depth knowledge of Microsoft Office suites and internet telephone operations.
- Quick learner of new software applications.
- Word processing – Ability to type 100 words per minute.
- Proficient in spelling and grammar in English.
- Professional verbal/written communication skills.

***PRESENT WORKING AT:**

RODA AL MUROOJ MALL MART LLC

Professional Attributes: **Accounting/Finance, Customer services, Team Building, Negotiations/ Purchasing, Communication, Business writing and many other jobs.**

- Managing critical record keeping tasks
- Communication techniques for improving employee relations.
- Working knowledge of the HR principles
- Ability to establish and maintain effective working relations with internal and external customers

Linguistic skills: English
Urdu
Hindi

Computer knowledge: AutoCad designer, MS-Office, Word, Excel, letter drafting with good typing speed, Internet and emails procedures.

Interests: Reading, Sports, Fashion Designing, Social Work.

Personal Information: Marital Statu: Married
Religion : Islam
Nationality : Pakistani
Visa Status : Employment visa(Transferable)