



Zeb Numa

OBJECTIVE

Seeking the position of Office Assistant in your esteemed organization, where I can utilize my expertise to analyze the various office issues in the company, thereby promoting the efficient functioning of the organization.

EXPERIENC

Admin Assistant

Transgaurd LLC Dubai (October 2019 - date)


- Drafted memos, letters, emails, and other forms of communication for managers and executive staff members.
- Acted as liaison between departments and clients to ensure adequate communication about projects.
- Collaborated with managers and the security team of the building to conduct safety training.
- Scheduled meetings between staff members and with clients.
- Acted as liaison between departments and clients to ensure adequate communication about projects.
- Preparing attendance sheet in hard and soft forms.
- Daily, weekly, and monthly reporting.
- Handling Lost & Found records.

Administrative Assistant

Karavan Leaders (Pvt). Ltd. (Feb 2016 – Sep 2019)

- Answering phone calls, dealing with enquiries and provide general information to job applicants regarding HR procedures
- Prepare letters, presentation, and reports
- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Manage travel and expense reports for department team members

 Zebnuma2017@gmail.com

 056 773 7216

 Transguard Camp, Jabel Ali, Dubai

Visa Type: Employment

SKILLS

Problem Solving

Adaptability

Strong Work Ethic

Time Management

Critical Thinking

Handling Pressure

Leadership

EDUCATION

MBA / HR

Federal Urdu University of Arts,
Science and Technology,
Islamabad 2013-2016

Bachelor of Commerce

University of the Punjab,
2010 –2012

Inter in Computer Science

F.G Degree College Gilgit,
2008 –2010

Certificates

IELTS UK VI

August 2019