NIMRA MUKHTAR

# PERSONAL DETAILS

**Birth Date**: 13-January-1996

**NIC#:**  31202-5427676-4

**Civil Status**: Married

**Nationality**: Pakistani

**Visa Status**: Husband’s Visa

# CONTACT

## [nimramukhtar257@gmail.com](mailto:nimramukhtar257@gmail.com)

+971 56 567 1599

Murshid Bazar Deira Dubai, United Arab Emirates

# 

**Admin Assistant**

## Al Najam satea Typing Services | Dubai

3 Months

**WORK EXPERIENCES**

* Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
* Screening phone calls and routing callers to the appropriate party.
* Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
* Greet and assist visitors.
* Maintain polite and professional communication via phone, e-mail, and mail.

**Receptionist**

## **Ramada | Pakistan 2 Years**

* Greet clients and visitors with a positive, helpful attitude.
* Assisting clients in finding their way around the office.
* Assisting with a variety of administrative tasks including copying, faxing, taking notes and making travel plans.
* Answering phones in a professional manner, and routing calls as necessary.
* Assisting colleagues with administrative tasks.

**Admin Assistant**

## **Service Industries Limited | Pakistan 3 Years**

* Prepare communications, such as memos, emails, invoices, reports and other correspondence
* Write and edit documents from letters to reports
* Create and maintain filing systems, both electronic and physical
* Manage accounts and perform book keeping
* Serves visitors by greeting welcoming
* Directing them appropriately.
* Notiﬁes company personnel of visit or arrival.
* Handling Phone calls inbound and outbound.

**Beautician**

## **Highlights Beauty Salon | Pakistan 2 Years**

# SKILLS

**EDUCATION**

**EDUCATION**

## 3 Months Computer Application in Vocational Training Institute

|  |  |  |  |
| --- | --- | --- | --- |
| DEGREE | PASSING YEAR | MARKS | BOARD/UNIVERSITY |
| **Matric** | 2012 | 667/1050 | BISE Bahawalpur |
| **F.Sc** | 2014 | 499/1100 | BISE Bahawalpur |
| **B.A** | 2016 | 547/800 | IU Bahawalpur |
| **Post Graduate**  **Diploma (TEFL)** | 2019 | 572/900 | AIOU Islamabad |

* + 3 Months course for Secretarial in PBTE, Lahore
  + 2 Years Beautician Course from Vocational Institute
  + Communication skills
  + Computer Skills
  + Can work under pressure
  + Interpersonal Skills