



# Maryam Mukhtar

Senior Office Administrator

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Experienced Administrative Officer with 8+ years of experience working in a multinational firm. Detailed knowledge of business terminologies and standard practices. Committed and passionate with a focus on professionalism.

## Professional Experience

December 2013 - Present	<b>Senior Office Administrator</b>	Installux Gulf B.S.C (C)
	<ul style="list-style-type: none"><li>• Supports company operations by maintaining office systems and supervising staff.</li><li>• Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.</li><li>• Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.</li><li>• Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.</li><li>• Completes operational requirements by scheduling and assigning employees and following up on work results.</li><li>• Keeps management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.</li><li>• Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective actions.</li></ul>	

## Education

January 2009 - January 2013	<b>Bachelors of Business in Management</b>	Bahrain Polytechnic
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## Key Skills

- Problem solving
- Critical thinking skills
- Business analysis
- Flexibility
- Teamwork
- Attention to detail
- Responsibility

## Certifications

2011	Advanced Business English certificate - Kaplan Institute - Manchester, United Kingdom
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