

Rabia Asif Qureshi

**[BSc in Business Management]**

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| Professional Exposure |
| Wellflow Gulf Trading WLLAdministrative Assistant & Secretary*September 2020 - current* |
| * Provide full admin support to the team and department
* Perform data-entry, documentation, printing and filling duties
* Maintain a proper and user friendly filling and document control system for recording and tracking of all documents
* Create and maintain useful databases for the company
* Assist in any ad-hoc duties, projects and activities as and when required
* Support sales team by maintaining database, inventories and preparing quotations
* Handling and maintaining of incoming and outgoing couriers
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| Wesal Jewelleries Co W.L.LAdministrative Manager cum HR*July 2018 – June 2020* |
| * Recruiting, hiring, and training new employees and updating internal databases with new hire information.
* Handling of visa application, SIO, LMRA, Tamkeen and undertaking the expenses
* Handling of employee’s payroll and personal database
* Handling of travel documents and hotel bookings
* Respond to incoming communications, such as phone calls and emails
* Preparing necessary documents for the company
* Maintain and order necessary office equipment and supplies, as needed
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| Creative E development and Support AdminExecutive & Secretary*Nov 2016 – June 2018* |
| * Maintain all project documents and associated records in the company’s database
* Monitor onsite project teams to comply with project control processes and procedures
* Control and distribution of all incoming and outgoing project documents and workflows in accordance with the business and project procedures
* Responds to inquiries by clients and visitors in a courteous manner
* Making follow up calls to ensure proper organization of sales activities
* Responding the phone while maintain a polite, consistent phone manner using proper telephone etiquette
* Organize and schedule appointments and assists in preparation of regularly scheduled reports
* Updates and maintains office policies and procedures
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| United Bank LimitedCustomer Care Representative*June 2014 - August 2014* |
| * Assisting customers with any information related to banking
* Respond to customer inquiries and resolve
* Maintain and manage existing accounts
* Maintain customer database and update periodically
* Refer complex issues to the management
* Ensure best practices in rendering services to customers
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| Educational Qualification |
| * Bachelor Degree (2010 - 2015)

 (B.Sc. in Business Management) University of Bahrain* Higher Secondary Education (2009-2010)

(Intermediate of commerce [I.COM](http://i.com/))Pakistan School, Bahrain* Secondary Education (2007 - 2008)

(Science Biology)Pakistan School, Bahrain |

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| Activities and Certification |
| * UOB LIFE (April 2012)
* IT Symposium 5 “MY APPS MY LIFE” at University of Bahrain (November 2012)
* InJAz at University of Bahrain (2011-2012)
* Be Entrepreneurial Program
* Business Ethics Program
* Company Program (Competition)
* Business Symposium 6 “INDUSTRY- THE ROLE AND CONTRIBUTION” at University of Bahrain (November 2012)
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| **Personal Information** |
| CPR no: 911112430Gender: FemaleNationality: PakistaniDate of birth: 26th November 1991 Marital status: SingleDriving license: Valid |

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| Skills |
| * Skilled with office programs like excel, word and power point
* Strong Communication
* Problem-solving and written expression
* Technical Oversight
* Management
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| Language known |
| * English (Spoken &Written) Level- Fluent
* Urdu (Spoken &Written) Level- Fluent
* Arabic (Understanding)
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