

House # 547, Street # 23

Al-Noor Colony, Khanna Road

Rawalpindi

Cell #: 0400-5679159

Tel #: 12 345 67

Career Objective:

Experienced Administrative Coordinator with background in the transportation industry. Self-motivated and a team player. Appreciated by superiors for excellent attendance and strong administrative skills and revenue generated because of increased collections. Willing to work hard and to take on extra responsibilities.

Educational Details

Masters in Business Management, 2006

Bachelors in Business Administration, 2004

Job Experience:

2006 – 2011: Administrative Coordinator, Noor Tech Inc.

Responsibilities:

- - Provide administrative assistance to Directors.
- - Act as the liaison to staff on behalf of the Directors.
- - Provide direct supervision to temporary employees.
- - Provide administrative and supervisory support to program administrative staff in the areas of all SAP functions: Travel Manager, Purchase Requisitions, Invoice Payments, Procurement Card transactions, as well as collaboration with Inventory verification, meeting planning and program orientations.
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- Provides payroll information by collecting bi-weekly time and monthly leave and attendance records.
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- Responsible for payroll pickup and distribution as well as retaining appropriate signatures of payroll check registries.
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- Research and book travel arrangements, providing detailed itineraries.

2004-2006: Administrative Supervisor, Basel tech,

Responsibilities:

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- Monthly verification of departmental procurement cards.
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- Submits monthly accounting reports by assembling, preparing, and analyzing data for approval.
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- Prepare travel request for Director's office.
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- Process all travel expense reimbursements.
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- Process petty cash reimbursements consistent with company procedures.
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- Process invoice payments, prepare and track progress of purchase requisitions, transfer vouchers and bank deposits.

Skills & Expertise:

Software Application: Windows XP, Word 2003, Excel 2003, PowerPoint 2003, Access 2003, Publisher 2003 Windows 95 Word 97, Excel 97, PowerPoint 97, Access 97, Internet, Microsoft Word 6.0, One Source; Excel 5.0, PowerPoint 4.0, ABC Flow, (Windows); Lotus Organizer, On Time Calendar, Schedule Plus Calendar, Lotus Notes (electronic mail), Prolog Manager 6.5, and Shorthand

References:

Will be furnished on demand.

