



**Amna Awan**  
Executive Secretary

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Johar Town, Lahore, Pakistan

**Summary**

I am an enthusiastic and professional admin officer who enjoys being a part of, a successful and productive team. I am quick to grasp new ideas and concepts and to develop an innovative and creative solution to the problem. I am able to work on my own initiative and can demonstrate the high levels of motivation required to meet deadlines. Even under significant pressure, I possess a strong ability to perform effectively.

**Skills**

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| <ul style="list-style-type: none"><li>• Efficient</li><li>• communication</li><li>• EXCELL</li><li>• HRIS</li><li>• multitasking</li><li>• Accounts</li><li>• Admin</li><li>• Administration Knowledge</li><li>• Appointment Scheduling Marketing</li><li>• Basic ICT &amp; Documentation</li><li>• Business &amp; Commerce</li><li>• com</li><li>• Computer Operations</li><li>• Coordination Abilities</li><li>• Data Management</li><li>• Delivery Objects</li><li>• Discipline</li></ul> | <ul style="list-style-type: none"><li>• Attention to detail</li><li>• efficient</li><li>• Good telephone manner</li><li>• inter</li><li>• well spoken</li><li>• Accounts Related</li><li>• Administering</li><li>• Agency Law</li><li>• Architectual Patterns</li><li>• BGM / DME</li><li>• Business Developmenet Process</li><li>• Communicate Clearly</li><li>• Confidentiality</li><li>• Coordination Skills</li><li>• Data Miniing</li><li>• Developing Material</li><li>• Document Automation</li></ul> | <ul style="list-style-type: none"><li>• committed towards work</li><li>• Excel</li><li>• hardworking</li><li>• Linked data</li><li>• A&amp;R Administration</li><li>• Active Listening</li><li>• Administrative Work</li><li>• Agile Scrum Testing</li><li>• attend meetings</li><li>• Boldness</li><li>• Client Follow-up</li><li>• Company Secretarial Work</li><li>• Conservation Awareness</li><li>• Critical Control Points</li><li>• Decision Making</li><li>• Digital Marketing Analysis</li></ul> |
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**Experience**

**Executive Secretary**

Softbeats Pvt Ltd, Lahore, Pakistan Aug 2020 - Present

Domestic and international traveling, boarding and lodging arrangements (passport, visas, ticketing, and hotel booking, etc.)  
Prepare visa documents and all other relevant documents for worldwide traveling  
Handle Telephone calls  
Daily handling of incoming mail and dispatch  
Handling incoming mails, faxes, internal messages, and distribution to the concerned department.  
Meet with individuals, special interest groups, and others on behalf of executives, committees, and boards of directors.  
Conduct research, compile data, and prepare papers for consideration and presentation by executives, committees, and boards of directors.  
Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.  
Microsoft Applications, Internet, Email, Reporting to CEO regarding all daily issues, Update to CEO on follow-ups of

running tasks, Maintain office procedures, prepare reports and Facilitates conferences by booking travel arrangements and hotel accommodations, prepare materials as necessary.

### **Admin Officer**

Linez Technologies and Linez Apparel, Lahore, Pakistan

Jan 2018 - Aug 2020

1. Maintain staff by recruiting, selecting and orienting employees and disciplining employees. 2. Preparing updating employment records related to hiring, transferring, promoting and terminating. 3. My duties also include managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing company records. 4. Answering phones, taking memos and maintaining files sending and receiving correspondence, as well as greeting clients and customers. 5. Organizing travel arrangements for senior managers. Writing letters and emails on behalf of other office staff. Covering the reception desk when required. Maintaining computer and manual filing systems. Provide information to internal colleagues or external enquirers. Handling sensitive information in a confidential manner.

### **Admin Manager**

Cafe B-59, Lahore, Pakistan

Jun 2015 - Nov 2017

1. Managing and distributing information within the office.
2. I am also in charge of sending and receiving correspondence, as well as greeting clients and customer.
3. My work also includes doing tasks such as scheduling material purchases and deliveries and verifying current inventory.
4. My work also includes the process of selecting vendors, establishing payment terms, strategic vetting, selection, the negotiation of contracts and actual purchasing of goods.
5. I have also done the general clerical task, such as drafting documents and answering telephones, as well as scheduling project management.
6. Determine matters of top priority and handle accordingly.
7. To take immediate & appropriate action against the person / employees responsible for damaging the asset and goodwill of the company.
8. Manage stationery requirements for all employees of warehouse.
9. Management of office equipment and maintaining a clean and enjoyable working environment

### **Office coordinator**

Denticare, Lahore, Pakistan

Apr 2013 - May 2015

1. Main duties include scheduling meetings, making travel arrangements and organizing daily calendars.
2. Opening, sorting and distributing incoming faxes, emails, and other correspondence. Provide general administrative support.
3. Greet visitor and determine whether they should be given to access to specific individuals. Organising and maintaining diaries and making appointments.
4. Manage employee documentations daily activities and employee related functions.
5. Assist CEO / Directors in overseas procurement, technical assessment and negotiations.
6. Maintain a database of contacts, file documents hard or soft copies.
7. Check daily mail and update CEO.
8. Supervise the staff, and help manage the company budgets

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## **Education**

### **University of Sargodha**

Bachelors in Arts , ( B.A ) Bachelors of Art  
English Language and Literature

2020

### **Govt gulberg College for woman**

Intermediate/A-Level , Intermediate  
Mathematics

2015

Percentage: 75%

## LDA Model High School

Matriculation/O-Level , Matriculation

2013

English, Mathematics

Percentage: 73%

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## Projects

### Linez Apparel

<https://linezapparel.com/>

Linez Apparel Design House began with the goal of making long-lasting and versatile clothing that is as unique as its wearer. It is a modern international fashion brand for men and women. We bring you effortless brand chic without sacrificing the hand that feeds us. Fabrics are sourced and sewn with trusted partners with the highest standards in mind, and always under ethical conditions. Linez Apparel is a brand known for style, fashion, trend, unbeatable prices and giving a promise to customers for quality. We knew clothing could be so much better for people. But to make it better, we'd have to think differently. We created out of a desire for a confluence of comfort, beauty, and community.

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## Languages

Urdu  
Expert

English  
Intermediate