



MEHREEN RASHID

mehrk2019@gmail.com +971 50 3584791 linkedin.com/in/mrk21 UAE D/L Spouse Visa

PROFILE

Accomplished and resourceful Executive with 8+years of extensive experience in organizational management and administrative skills, as well as organizing and executing projects/events, managing HR and office operations, establishing communications system and database management.

As an engaging and pleasing communicator, focusing on building strong professional relationships with the business community has been a beneficial asset throughout my career. Fast-learner of systems with the ability to determine and managing multiple projects effectively within budget constraints and timelines.

Right now, finding a good opportunity and the work environment for me is more important than other benefits.

AREA OF EXPERTISE

- Office Management
- Supervision & Leadership
- Project Management
- Market Research
- Events Planning & Execution
- Communications & PR
- Customer Service Specialist

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT | COORDINATOR

EDUCATION MEDIA CENTRE | UAE MINISTRY OF EDUCATION
ABU DHABI | DUBAI | AJMAN | AL- AIN
AUG 2019 – MAY 2020

Responsibilities/Achievements:

- Arranged and managed all stages of recruitment cycles, completing paperwork and successful staff induction by ensuring smooth process in compliance as per MOE policies and regulations.
- Responsible for daily tracking of contract files and invoices, staff files, leave records and reports into OneDrive cloud storage system.
- Assisted HR Administrator in Talent acquisition; coordinated training programs, preparing modules and workshops for fresh graduates.
- Successfully conducted personality development workshop for staff members with the Leila Alameena coaching organization.
- Assisted HR Senior Administrator in the annual first stage employee appraisal/performance report of 2019.
- Direct reporting to Senior Administrator for daily tasks and organized weekly staff meetings through Zoom, Skype, MS Teams.
- Encouraged and supported a positive, team oriented approach in order to build productive relationships with employees that enhances professional growth and personality development.
- Administered office documentation, process orders and invoices, maintained all records, handling office supplies and ad-hoc tasks.

TRADE EXECUTIVE | PROJECT COORDINATOR | SECRETARY | PA
THE CONSULATE GENERAL OF PAKISTAN | DUBAI
JUNE 2007 – SEPT 2018

Responsibilities/Achievements:

- Appointed First Executive Officer (UAE based) in the Trade Section.
- Successfully planned, organized and executed more than 100+ International events, trade shows and delegations, B2B/B2G meetings, product networking events and specific projects.
- Reviewed, evaluated and offered vital inputs in government annual budget; achieved savings of AED 50,000/- year-on-year through tactful renegotiations with organizers and companies.
- Managed emails, organized meetings, prepared letters and provided all Secretarial (PA) duties for Counsellor and Senior Officers.

KEY SKILLS

- General Administration
- Remote Communication Tools
- Strategic Thinking
- Social Media Skills
- Proficiency in MS Office
- Decision Making
- Problem Solver
- Team Player

CERTIFICATES

UAE Federal Authority For Government HR 2019

- Annual Employee Performance Evaluation and Management Systems (Training Course)

NADIA Training Institute, Dubai

- Leadership & Management Skills,
- MS Office Skills & Outlook,
- Secretarial Skills,
- Effective Telephone
- Communication Skills,
- Typing Course,
- Self Correspondence

EDUCATION

University of the Punjab, Lahore, Pakistan 1999

- Masters - Economics (A+)
- BA - Math & Economics

LANGUAGES

- Urdu 
- English 
- Arabic 

REFERENCES

Available on request

PROFESSIONAL EXPERIENCE (CONTINUED)

- Created and maintained spreadsheets for weekly/monthly/quarterly, and PowerPoint exhibition/event post show reports.
- Proposed and organized Trade Development Authority of Pakistan (TDAP) - Pakistan Country themed pavilion instead of shell scheme booths in GULFood, GITEX, Intersec, Arab Health, BIG5, BW and INDEX with valued AED 50k -1 million and more than 70+ exhibitors.
- Generated a 40% increase in traders/buyers through comprehensive strategic marketing and social media campaigns/programs, email, website ads, direct outreach and print advertising.
- Worked closely with Counsellor across annual marketing strategies, initial meetings of EXPO 2020 and assisted in economic reports.
- Proposed, compiled, installed and updated buyer/trader database/queries/ feedback system; resolved complaints and trade disputes in liaison with TDAP, UAE Chambers of Commerce & Industry, Dubai Customs, JAFZA and Dubai Economic Department.
- Successfully arranged the UAE Ministry delegations for Food Awareness Programme and Inspection of slaughterhouses to Pakistan from 2011-17.
- Successfully coordinated the Punjab Government and Pakistan-USA, Trade and Investment road show/conference/networking with 60+companies from 2011-16 in Dubai.
- Collected bilateral trade data, compiled market visit report, analyzed and evaluated event outcomes and exhibition post show reports.
- Regularly coordinated and communicated with DWTC, TDAP, organizers, exhibitors, contractors, protocol department, media and logistics to ensure successful timely execution of all event activities.
- Organized the TDAP's product delegations including Textiles, Mango, Fans, Dates, Halal meat, Rice, fresh fruits/Vegetables and many more.
- Established and developed productive and lucrative relationships with organizers, exhibitors, contractors and key stakeholders.

RECEPTIONIST CUM SECRETARY

ACI REAL ESTATE | JUMEIRAH | DUBAI
MAY 2006 - APRIL 2007

Responsibilities:

- Performed a variety of administrative duties, greeting visitors, including answering phones, faxes, taking and delivering messages, writing emails and memos, documentation and database.
- Scheduled and coordinated B2B meetings, events and travel arrangements, prepared letters for CEO and Senior Manager.

UAE VOLUNTEERS.AE EXPERIENCE

- Member ID no: V209903 -- 83+hours of volunteer work certificates
- Special Needs Children, Dubai Cares , 2019-20.
- Special Olympics World Games, UAE, 2019.