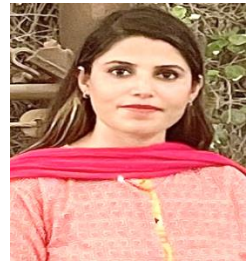


Salima Irfan

Admin cum Receptionist

Resident Visa



📍: 202 Muwaileh Sharjah

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✉: salimairfandurdana@gmail.com

OBJECTIVE

I want a highly rewarding career where I can use my skills and knowledge to help the company and my coworkers with my Professional Growth and wants to learn new things from them.

QUALIFICATION:

1. **Masters of Economics:** Karakoram International University Gilgit.2014
2. **Bachelor of Arts:** Hazarah University Mansehra (2011)
3. **Bachelor of Education:** Karakoram International University GILGIT (2016)
4. **Higher secondary certificate:** Public school and college Jutial Gilgit (2009)
5. **Matriculation:** D.J Girls High school Buber

PROFESSIONAL EXPERIENCE



Admin Officer – Soneri bank limited - Karachi

Duration: 15th August 2019 to Sep. 2021

- Manage office supplies stock and place orders.
- Prepare regular reports on expenses and office budgets.
- Ensuring the confidentiality and security of files and filing systems
- Maintain and update daily offices expense sheet.
- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Update office policies as needed.
- Maintain a company calendar and schedule appointments.
- Book meeting rooms as required.
- Distribute and store correspondence (e.g. letters, emails and packages).
- Prepare reports and presentations with statistical data, as assigned.
- Schedule in-house and external events

Receptionist - Sage Commerce College

Duration: 13th Nov 2015 to 25th July 2019

Responsibilities:

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrival.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Directs visitors by maintaining employee and department directories.
- Maintains security by following procedures, monitoring logbook, and issuing visitor badges.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operation.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.

- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.

LANGUAGES

Spoken and written **Urdu**

Spoken and written **English**

Spoken **Shina**

PROFESSIONAL STRENGTHS

Interpersonal/Communication: Strong team working, leadership and communication skills.

Analysis & Evaluation: Proficient in assessing data and formulating solutions.

Organizational: Effective at time management and prioritizing tasks to achieve deadlines.

Presentation: Developed ability to produce reports and presentations to a professional standard.

Initiative and self-driven