

ROBINA ABDUL JABBAR

PROFESSIONAL SUMMARY

Versatile and dynamic professional with a proven track record at Global Engineering Laboratory L.L.C, specializing in executive administration and business development. Excelled in fostering client relations and streamlining operations, achieving a 20% increase in efficiency. Skilled in Microsoft Office Suite and adept at HR support, demonstrating exceptional organizational and interpersonal abilities.

EXPERIENCE

Business Developer/HR/ Assistant Manager, 06/2019 - Current **Global Engineering Laboratory L.L.C - Dubai, UAE**

- Act as the key liaison between executives, clients, and internal teams to ensure smooth communication and operations
- Manage executive calendars, scheduling meetings, travel arrangements, and conference planning
- Handle business development strategies, identify new opportunities, and maintain strong client relationships
- Oversee HR functions including recruitment, onboarding, performance evaluation, and policy implementation
- Coordinate with vendors, clients, and outsourced staff to streamline operations

Office Manager/Executive Secretary to the MD, 03/2018 - 11/2019 **Exinno Laboratory Instruments - Dubai, UAE**

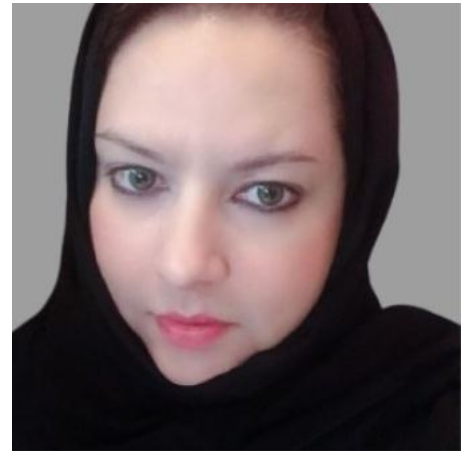
- Provided high-level administrative support to the Managing Director, ensuring smooth office operations
- Managed payroll, correspondence, office budgeting, and staff coordination
- Organized meetings, prepared reports, and handled sensitive information with confidentiality
- Assisted in recruitment, onboarding, and training of employees

Sales/Logistics Coordinator & Admin Assistant, 04/2011 - 01/2018 **Awareness Technology (USA BR.) - Sharjah, UAE**

- Supported the sales and logistics teams in coordinating orders, preparing sales reports, and processing documentation
- Managed import/export procedures, customs clearance, and ensured timely deliveries
- Assisted in handling customer inquiries and maintaining strong client relationships

Administrator/Data Entry/Document Controller, 04/2006 - 04/2011 **Intelution General Trading LLC - Dubai, UAE**

- Handled employee contracts, banking, health insurance, and HR



PERSONAL DETAILS

Address: Dubai

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Email: robina.aj@gmail.com

SKILLS

- Executive Administration & Office Management
 - Business Development and Client Relations
 - HR & Recruitment Support
 - Sales & Logistics Coordination
 - Billing, Collections & Vendor Management
 - Calendar & Travel Management
 - Document Control & Compliance
 - Microsoft Office Suite & CRM Software
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WEBSITES, PORTFOLIOS, PROFILES

- www.linkedin.com/in/
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documentation

- Maintained company records, organized board meetings, and coordinated travel schedules
 - Managed data entry, documentation, and compliance with company policies
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EDUCATION

Diploma in Computer Science (BCS), 01/2003

Mid Kent College - UK

GED, O Levels (Science), 01/1999

PC Smart Institute - Dubai

CERTIFICATIONS & TRAINING

- Executive Assistant & Office Management Training
 - HR & Recruitment Fundamentals
 - Advanced Microsoft Office Suite
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PERSONAL INFORMATION

- Available: Immediate
- Nationality: Pakistani
- Driving License: Valid UAE Driving License
- Marital Status: Single