

ARSHIA HAIDER

Administration Assistant

Contact

Dubai, UAE

+971 527834324

arshiahaiderbajwa@gmail.com

Nationality: Pakistani

DOB: 23rd-Aug-2003

Education

Assessment Of Fundamental Competence (AFC): Business, 2022

Rise School Of Accountancy-
Lahore, Pakistan

Intermediate In Medical:
Science, 2021

Punjab Group of Colleges-
Sadiq Abad, Pakistan

Matriculation: Science, 2018
Bismillah Higher Secondary School- Sadiq Abad, Pakistan

Key Skills

- Marketing
- Project Management
- Budget Planning
- Communication
- Problem-solving
- MS365
- Calendar Management
- Multitasking Mastery

Languages

- English-B1
- Urdu – Native

SUMMARY

Experienced and versatile administrative professional with a proven ability to streamline operations, manage correspondence, and deliver exceptional support. Skilled in multitasking, communication, time management, and problem-solving, with a strong commitment to maintaining efficiency and high standards in fast-paced environments. Adept at building strong client relationships, handling administrative tasks with precision, and ensuring smooth office operations to support organizational success.

Experience

JUNE 2024 - PRESENT

Administration Assistant | **RAYAN PRESTIGE REALTY BROKERAGE LLC-Dubai, Business Bay**

- Managed property listings, ensuring accurate and up-to-date information in the company database.
- Prepared and organized contracts, agreements, and other essential documentation.
- Scheduled property viewings and maintained an organized calendar for appointments.
- Provided administrative support during transactions, ensuring timely completion of tasks.

December 2023 – May 2024

Sales Consultant | **Feriha Document Clearing Services LLC-Dubai, Bur Juman**

- Assisted clients in understanding visa and immigration requirements and processes.
- Consulted with prospective clients to evaluate their eligibility for various visa programs.
- Achieved sales targets by promoting visa and immigration services to potential customers.
- Collaborated with internal teams to ensure the timely submission and processing of applications.

FEBRUARY 2023 – OCT 2023

TELE- CALLER | **BPO Solutions (PVT) LTD- Lahore, Pakistan**

- Handled high volumes of inbound and outbound calls to assist customers with inquiries and concerns.
- Delivered exceptional customer service by addressing client needs with accuracy and professionalism.