

Faiza Sattar

.I. Personal Information



Date of birth: 26/06/1995
Nationality: Pakistan
Address: Al nahda, Sharjah, UAE Phone
number: +971 52 730 5390
Email address: faizasattar200@gmail.com
Visa Status : Own Visa

👤 Profile

To leverage my experience as an Admin Assistant in a dynamic and fast-paced organization, where I can utilize my strong organizational and multitasking skills to efficiently manage administrative tasks. Committed to maintaining a high level of professionalism and providing exceptional support to ensure smooth operations.

💼 Work Experience

01/2020 - 02/2021
Karachi, Pakistan

Admin Assistant Boston Scientific Corporation

- Managed daily office operations by coordinating schedules, maintaining files, and organizing meetings, resulting in improved efficiency and streamlined processes.
- Provided exceptional administrative support by preparing correspondence, reports, and presentations, utilizing advanced MS Office skills, and ensuring accurate and professional documents.
- Facilitated effective communication among team members and external stakeholders by responding to inquiries, monitoring email correspondence, and prioritizing tasks, enabling smooth workflow and timely completion of projects.
- Assisted in budget management by tracking expenses, reconciling invoices, and preparing financial reports, contributing to cost savings, and facilitating budget planning.

03/2022 - 09/2023
Rawalpindi, Pakistan

Front Desk RECEPTIONIST Riksof Private Limited

- Greeted and welcomed guests, providing exceptional customer service and ensuring a positive first impression of the company.
- Managed a multi-line phone system, efficiently directing inquiries and messages to appropriate staff members, resulting in improved communication and timely response rates.
- Maintained an organized and tidy front desk area, ensuring a professional and inviting atmosphere for visitors and staff.
- Assisted with administrative tasks, including data entry, scheduling appointments, and coordinating meetings, contributing to increased efficiency and productivity within the office.

Skills

Organizational skills PROFESSIONAL	Time management PROFESSIONAL	Excellent communication PROFESSIONAL	Proficient in Microsoft Office PROFESSIONAL
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Certificates

02/2020	Creative Design KFUEIT
03/2018	Microsoft Certified Solutions Associate KFUEIT
09/2015	Computer Training Certificate Al-Noor Degree College

Education

2016- 2018 Pakistan	Computer Science I Master in computer Islamia university Bahawalpur
2013-2015 Pakistan	Computer Science I Bachelor MTB
2011- 2013 Pakistan	Humanities I Intermediate Nice Girls College
2009- 2011 Pakistan	Art I Matric Govt Girls Model high School
2019 -2021 Pakistan	Education I Bachelor of education Allama Iqbal Open University