

NIMRA NIAZI

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CAREER OBJECTIVE

Seeking an environment where I may get chance and encouragement to utilize my knowledge, experience and interpersonal skills by adding value to an organization that offers a high level of challenging and responsible role in accounting, business development and business administration which should not only enrich my experience but should also provide scope for career growth and professional development.

STRENGTHS

- An experienced professional with working experience in a range of fields with working experience in Quickbook and advance excel.
- Strong problem solving & communication skills with team organization ability.
- A proactive and confident professional in business management with a methodical approach to work and the ability to prioritize tasks

TOP GROUP OF COMPANIES, DUBAI - May 2019 to July 2020

Admin / Receptionist / Telesales

- Contact potential or existing customers to inform them about a product or service using scripts
- Answer questions about products or the company
- Ask questions to understand customer requirements and close sales
- Contact suppliers for servicing / maintenance of camps
- Contact clients and arrange meetings to discuss and finalize requirement / quotations
- Direct prospects to the field sales team when needed
- Enter and update customer information in the database
- Take and process orders in an accurate manner
- Handle grievances to preserve the company's reputation
- Go the "extra mile" to meet sales quota and facilitate future sales
- Keep records of calls and sales and note useful information

HARBIN ELECTRIC INTERNATIONAL (HEI), DUBAI - Feb 2017 – Dec 2018

Admin & Assistant Document Controller at Hassyan Power Plant

- Carry out activities such as Data sheets, ISO drawings, P&IDs, General Drawings, and Equipment Specification Sheets, printing drawings, scanning drawings and making photo copies of documents.
- Prepare the transmittal to the concerned department for distribution of documents.
- Responsible for checking and distribution of all incoming documents and drawings for filing and dispatch to the concerned discipline.
- Maintaining and keeping a systematic filing system for easy retrieval of required information.
- Prepare correspondence and monitoring report of all documents pertaining to the documents being dispatch and review as per the area of discipline.
- Receives telecommunication message and correspondence for appropriate action, relays and distribution.
- Performs Secretarial duties such as drafting and preparing various correspondence, business letters and memorandum circulars, Reports and files control.
- Prepare schedule of the meetings, appointments, trainings seminars etc.
- Logistical support for Local Purchase of Project material
- Assisting HR & Finance Department by preparing monthly Time-sheets and Pay-slip of all the Employees.
- Assisting in processing of visas & Other travel related documents.

YMCC GENERAL TRADING, DUBAI Nov 2013 – Feb 2017

Admin & Business Development Executive

- Manage office staff performances, maintain office discipline and Coordinate with different departments.
- Maintain logistic operations their working schedule and performance.
- Manage delivery of Emirates Airlines, DHA, Dubai Court and Dubai Properties.
- Manage key accounts performance of Easy Tour and YMCC
- Following up clients, agencies and salesman accounts at all branches.
- Follow up for collection as well as for payments to vendors
- Checking the payroll data, processing of monthly payroll sheets and salaries.
- Manage day to day cash flow needs of the company and petty cash balance.
- Preparation of Quotations, Invoices, Tenders, Offers and Purchase Orders.
- Filing of the Records and Documents / Follow up of outstanding payments.
- Depositing cash and cheque into company's account in different banks
- Processing staff visas issuance, visas, contracts and insurance renewal.

**Easy Tour (Travel & Tourism), DUBAI - May 2013 – Nov 2013 2nd business
department of YMCC**

Reservation Agent

- Follow up for clients, book and confirm all reservation handling individual & group requests.
- Processing new client's accounts building strong relationship between grounds handling team.
- Establishment policies by entering client information, confirming pricing.
- Accounts reconciliation statements of Customers and Vendors.
- Attracts potential customers by answering product and service questions; suggesting information about other products and services.
- Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Contributes to team effort by accomplishing related results as needed.
- Managing vehicles reservation, documentation and drivers paper work.

QUALIFICATION

Professional Qualification

- Diploma in business development and business administration.

Academic Qualification

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|---------------------------|-----------------------------------|
| • Bachelor of Arts - 2010 | Karachi University- Pakistan |
| • Intermediate - 2008 | Bahria College- Karachi- Pakistan |
| • Matriculation - 2005 | Karachi High School |

COMPUTER & SOFTWARE SKILLS

- Working knowledge on Quickbook, Excel and Microsoft word.
- Windows and software installation and their operations.

PERSONAL INFORMATION

Father's Name	Abdul Latif
Date of Birth	Feb 07, 1989
Marital Status	Single
Languages	English, Urdu