

Shemzan Isaac

Executive Administration

Experienced Executive Administrator with 5+ years in the Media Industry. Holds a B.Com degree from Karachi University and a diploma in Hospitality Management from Pakistan Institute of Tourism and Hotel Management (PITHM). Proficient in office administration, hospitality operations management, team leadership, Microsoft Office, Public Relations and facilities management. Committed to delivering exceptional support and driving organizational success.



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WORK EXPERIENCE

Executive Administration Bol Media Network

08/2017 - 05/2023

Karachi, Pakistan

News Media Company

Achievements/Tasks

- Directed and coordinated diverse administrative activities, including public relations, general administration, inventory validation, and facilities management.
- Resolved and executed office equipment, furniture, and infrastructure maintenance, repair, and replacement, ensuring optimal functionality and efficiency.
- Administered regular housekeeping inspections and assigned tasks to maintain a clean and organized workspace.
- Directed vendor management, including negotiation and finalization of vendors for cost-effectiveness.
- Executed procurement, bill payments, payroll, and back office operations with a focus on efficiency and accuracy.
- Collaborated with department heads and senior management to execute assigned administrative activities.
- Contributed to the HR department by assisting in the preparation of reports on attendance, delays, and absenteeism for payroll purposes.

EDUCATION

Bachelors in Commerce University of Karachi

01/2013 - 12/2015

Karachi, Pakistan

Diploma in Hotel Management

Pakistan Institute of Tourism and Hotel Management

01/2016 - 03/2017

Karachi, Pakistan

SKILLS

Office Administration

Operations Management

Public Relations

Customer Service

Staff Supervision

Negotiation skills

MS Office

Problem Solving

Multi-Tasking

Effective Communication

Vendor Management

Team work

ACHIEVEMENTS

Express Tribune Career Expo (05/2016 - 05/2016)

Participated in the Express Group Career Expo at Expo Center Karachi, representing Pakistan Tourism and Hotel Management Institute to promote and share insights about the hospitality industry in Pakistan.

LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

INTERESTS

Cricket

Writing

Travel

Books Reading