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**SHUJA UR REHMAN**

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|  | : | House # SD 206 Street 6 DOHS Phase 2 Malir Cantt, Karachi |

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**CARRER OBJECTIVE :**

Looking To work in the position of Administrative Assistant in a growing company where exceptional ability to multi-task, solve problems, work effectively in a team, and meet deadlines are required in providing outstanding administrative support to supervisors and managers.



**WORK EXPERIENCE**

**Currently working in SBT Japan, (Globel Car Exporters)**

As a **International Business Coordinator Sale & Marketing**

**Job Responsibilities :**

* Development in Business in International Markets.
* Promoting Business an Dealing in International Clients.
* Ensuring excellent support to the client for Online Importing of vehicles from Japan.

**Ocean Shopping Mall &Towers as Office Administrator**

Responsible for all the Administrative process with in the office, as well as dealing directly with the customers and suppliers.Also involved in daily mundane administrative tasks such as filing paperwork, checking applications, photocopying and answering telephone calls.

**Job Responsibilities :**

* Answering incoming call in a Professional Manner .
* Maintaining suitable and sufficient office stationary level.
* Establishing stationary requirements for the office.
* Managing payroll and other task relating to staff wages and salary
* Coordinating & communicating activities for the office, including all employees events.
* Arrange interviews and confirming interviews by email/and phone call.
* Assist and coordinate with Operations team to run the smooth operations.
* Register lost and found to facilitate customers.
* Assist tenants to understand the policy & procedure to run the smooth operation.
* Complain handling for customers and staff and Executive Employees
* Greet Customers warmly and providing source of solution for their query.

**Sheraton/ Movenpick as Office Administrator& Customer Services 2012 -2014**

Responsible for all providing leadership in directing entire Operation of the hotel, including supervising the morning/evening/ night Receptionist, security of the building & maintain safety for the guests.

**Job Responsibilities**

* Answering incoming call in a Professional Manner.
* Regular inspection the hotel rooms , exterior ,kitchen area parking and basements etc.
* Mainting basic accounting procedure, involves card payments and cash operations.
* Coordinating all hotel advertising public relation and promotional programs.
* Promoting hotel services and facilities to guest at every opportunity.
* Resolving customer complaints in a timely & professional manner.
* Diagnose maintenance & repairing all technical & mechanical equipment with in hotel.
* Ensuring that all hotel departments are profitable.



**QUALIFICATION:**

* **BACHELORS OF COMMERCE**

from University of Karachi (2012-2014)

* **INTERMEDIATE (COMMERCE)**

from Army Public School & College (2010-2012)

* **MATRIC (SCIENCE)**

from Army Public School (2008-2010)

* **DIPLOMA OF HOTEL MANAGEMENT**

(PITHM) (2011-2012)

* **HOTEL FRONT OFFICE COURSE**

(PITHM)

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**PERSONAL INFORMATION:**

Father Name : MAJ (R) MUFEEZ UR REHMAN (LATE)

Religion : Muslim

Nationality : Pakistani

CNIC # : 42201-8214737-9

D O B : 31-03-1990