**Zubair Labedi**

**Adaptable, Detail oriented, Team Player**

**Hyderabad, India**

**(+91) 9966027990 |** **labedi2@gmail.com**

**WORK EXPERIENCE**

**Administrative Secretary**

**Flynas Airlines - Riyadh, Saudi Arabia**

**Apr 2014 - Feb 2020**

**Responsibilities:**

* Greeting and welcoming visitors. Handling phones call, routing message to appropriate person.
* Maintaining calendar, schedule, meeting and appointments for **HOD & Senior Executive**, often **travel with team for onsite meetings or business requirements. Handling Employee requests & Admin Helpdesk.**
* Familiar with **Visa processing** and had successfully acquired Visa for clients, business manager for countries like **USA, Canada, Turkey, UAE & UK** and also proficient with **EU Countries (Schengen Visa) as well.**
* Maintain **Office Supplies** inventory by monitoring stock level, anticipates needs of supplies and placing order with the partnered vendor or other outsource. Verify stock received bills/invoices.
* Officially **Visit/travel** onsite for **business meetings** requirement along with team member or individual
* Manage department schedule by maintaining **calendars schedule**, **travel itineraries**, raise **travel requests, book tickets and arrange meetings, conferences, accommodation** for all work-related travel. Maintain staff personnel files/record, leave management.
* On-onboarding process, support to new join staff with IT logins, PC/Workstation setup. Assisting new joiner with Visa process/travel/flights.
* Document project activities clearly and concisely to provide comprehensive project history in workflow and same update on ERP portal (Oracle EBS)
* **Conduct research as requested using Internet and intranet resources to fulfill required task**
* Process request for payment (RFP) and related activities using Payables Tool and interacting with Finance team using company ERP portal (Oracle)
* Maintain all record/files, monitor expenses, raise monthly invoices and submission to Finance team
* Maintain good working relationships with offices of Government, regulatory and others.
* New office setup, coordination with facility team for arrangements
* Monitor Attendance register of Housekeeping, employees, and Security staff.

**Executive Administrative Assistant**

**Premier Travels (Transportation, Call Center Division) HYD Jul 2011 - Feb 2014**

**Executive Administrative Assistant to Admin Manager:**

* Arrangement of conference meeting and business trip preparations. Maintain a calendar of activities and various work-related events.
* Maintaining Inward & outwards Files. Interact with clients (Internal & External)
* Checking the stationary items that are sufficient required at work.
* Keeping Regular check at housekeeping Department. For clean and good environment at work. Keeping all purchased order register with correct entry.
* Keeping all hard & soft copy of work done as well as reporting to Line Admin Manager.
* Ensure accurate data entry into the TMS (Transport Management System) Process customer invoices and other bills in accordance to contract.
* Update billing records and customer invoices files after submission. Vendor Care Work.
* Prepare supplier’s payment and submit invoices to billing supervisor for further approval.
* Prepare, compile and sort documentation for data entry and correct necessary data. Obtain advice for incomplete files/documentation required for processing for Vehicles Check.

**Front Desk Receptionist**

**Marwah Tours & Travels, HYD**

**Jun 2010 - May 2011**

**Responsibilities:**

* Field work, passport endorsement, and immigration services
* Receptionist duties
* Front Desk Management & Customer Coordination.
* Office maintenance, Purchase and Stationary order transaction.
* Customer relation and front office role, submission of bills.
* Cash bills submission to our tie up airline office

##  EDUCATION

**Bachelor’s degree, Commerce, 2016 - 2019**

**Dr. B. R. Ambedkar Open University, Hyderabad, India**

Commerce & Accounts

**Intermediate / 12th, 2007 - 2009**

**Board of Intermediate Education, Hyderabad, India**

Commerce & Economics

# **High School, 1998 - 2007**

**Board of Secondary Education, Hyderabad, India**

Secondary Education

 **LANGUAGE Skills**

**Hindi – Mother Tongue**

**English – Fluent**

**Urdu – Moderate**

## SKILLS & CERTIFICATION

## Microsoft Power Point – Skills Assessment Badge – LinkedIn Mar 2020

## Microsoft Word – Skills Assessment Badge – LinkedIn Mar 2020

## Microsoft Excel – Skills Assessment Badge – LinkedIn May 2020