

# MUHAMMAD SALEEM ALI

Vehari - Pakistan

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## **SUMMARY**

Dedicated administrative assistant with 7 years of experience managing large and small offices. I have worked with numerous branches, including payroll and human resources, which allows me to facilitate an efficient workflow and improve communications between multiple departments. I am hard-working, motivated and enthusiastic. I always strive to achieve the highest standard possible, at any given task and in any situation. I am accustomed to working in a challenging and fast-paced environment, particularly when dealing with multiple projects and priorities at the same time

## **EXPERIENCE**

### **Administrative Assistant**

**COMSATS University Islamabad-Vehari Campus**

**2015 - Present**

- Oversee schedules for all executives and managers to book conference rooms and group workspaces.
- Work with the HR department to facilitate recruitment drives, including setting up and running a booth at local career fairs.
- Train new administrative assistant interns in office management procedures and schedule on-the-job mentoring with multiple departments.
- Maintain and improve online databases of client accounts and external vendors, including updating information when necessary.
- Created a new system for following up with potential clients efficiently and effectively.
- Maintaining administrative workflow.
- Office work (Reports writing, report checking).

### **Office Assistant**

**Chattha Seed Corporation**

**2012-2014**

- Identified and recommended changes for existing processes to improve accuracy, efficiency and quality of service
- Designed training program for colleagues, further improving customer service
- Generated efficiency reports on order processing, identifying areas for improvement
- Implemented new time-saving tactics
- Managed office inventory by restocking supplies and maintaining stock
- Executed record filing system to improve document organization and management

## **EDUCATION**

MS Economics	COMSATS University Islamabad	2016-2018
MSC Economics	The Islamia University of Bahawalpur	2008-2010
BA	Bahauddin Zakariya University Multan	2006-2008

## **CERTIFICATES**

- Computer Application & Database Management System
- MS Office
- Environmental Management System Awareness
- NEBOSH

## **SKILLS**

- Administrative
- Time Management
- Interpersonal Communication Skills
- MS Office and Documentation Control
- Research & Development
- Communication (written and verbal)
- Prioritization and problem-solving
- Organization and planning
- Attention to detail
- Customer service

## **REFERENCES**

<b>Name</b>	<b>Company</b>	<b>Contact No.</b>
Dr. Muhammad Ali	Chatha Seed Corporation	03236452384