



Jahangir Faiz

Admin Officer



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Jahangirfaiz11



July 03, 1993



EG8913252

Why Jahangir?

- Energetic, prolific & bold professional with leading abilities to exhibit multitasking skills; has demonstrated remarkable capability to work under pressure & resolving issues with accuracy in time
- Experience of Administration with extensive knowledge in office management software. Proven office and personnel management skills, with equal ability in lead and support roles. Competencies include recordkeeping, document management, personnel support and report presentation

CORE STRENGTHS & ENABLING SKILLS

- Organizational and planning skills
- Proper Etiquette
- Master at time management
- Industry Savvy
- An Excellent Communicator
- Organized and detail oriented
- Conflict Resolution Skills
- Professional Attitude
- Adept in Technology
- Technical Reporting Skills
- Team Building & Leadership Skills
- Communication & Presentation Skills

PROFESSIONAL EXPERIENCE

Brother Shopping Limited, Islamabad, Pakistan

Working as "**Admin Officer**", (Dec 2019 – Present)

Responsibilities/Accomplishments:

- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Recruit and train personnel and allocate responsibilities and office space
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Manage schedules and deadlines
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services, maintenance activities and tradespersons (e.g. electricians)
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure operations adhere to policies and regulations

Taj Residencia Pvt Ltd, Islamabad, Pakistan

Worked as "**Admin Executive**" (Sep 2018 – Dec 2019)

Responsibilities/Accomplishments:

- Meticulously handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone and e-mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.

Ministry of Finance Islamabad, Pakistan

Worked as "**Admin Assistant**", July 2017 – July 2018

Responsibilities/Accomplishments:

- Developed and maintained information systems to support effective working.
- Negotiated with external suppliers and vendors to secure the best service deals.
- Provided successful administrative support and office systems within a complex organization
- Maintained administrative staff by recruiting, selecting, orienting, and training employees.

PROFESSIONAL QUALIFICATION

- **PMAS - Arid University, Rawalpindi, Pakistan (2012 - 2016)**

BS- Economics & Finance

15, Street - 8-A, Army Officers Colony Morgah, Rawalpindi, Pakistan

LINKEDIN RECOMMENDATION