

# Sarba Jahan

Admin Manager | Expertise in Office Management,  
Client Relations, Financial Operations, and HR

Crescent Arcade Flat C-14,  
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## Career Objective

I'm a detail-oriented and motivated professional with a strong background in office management, client relations, and financial operations, seeking to leverage my skills as an Admin Manager. With hands-on experience in managing office communications, inventory, and financial tasks, I have a solid foundation in HR and am eager to contribute to organizational success. I'm looking for a challenging role where I can apply my expertise in maintaining efficient operations and strengthening business relationships.

## Experience

### Admin Manager

#### Advance Machinery & Technology, Karachi, Pakistan

2022-Present

- Managed office communications, including drafting and responding to emails and correspondence.
- Prepared and issued quotations, ensuring professional and clear communication with clients and suppliers.
- Oversaw stock management, ensuring accurate inventory tracking and availability.
- Handled accounts and billings, maintaining precise financial records and ensuring timely payments.
- Managed outstanding accounts and returns, ensuring compliance and efficient financial operations.
- Supervised cash management, including daily expenses, petty cash, and daily wage disbursement.
- Coordinated with external parties, effectively managing calls and correspondence to maintain business relations.
- Coordinate new hire orientation and ensure completion of necessary paperwork

## Skills

office Management  
Client Relations  
Financial Record-Keeping  
Accounts Management  
Cash Management  
Professional  
Correspondence  
Time Management  
Multi-Tasking  
Problem-Solving  
Attention to Detail  
Organizational Skills  
Adaptability  
Team Collaboration  
Data Entry & Management  
Basic HR Operations  
Negotiation Skills  
Document Filing & Retrieval  
Effective Communication  
Customer Service  
Excellence  
Quotation Preparation

## Stereo Electronics, Karachi, Pakistan

12/2020 - 01/2021 (Internship)

- Assisted visitors, ensuring a welcoming and professional environment.
- Managed office telephone calls, providing effective communication and timely responses to messages.
- Drafted routine business letters and replies using MS Word, maintaining professional and accurate correspondence.
- Organized and filed office documents and correspondence, ensuring efficient record-keeping and easy retrieval.
- Performed additional tasks as assigned, demonstrating flexibility and adaptability in various office duties.

## Education

### Bachelors in Business Administration (BBA)

Federal Urdu University of Arts Science & Technology

Year 2020 – 2024

I completed four years of bachelor's in Business Administration at Federal Urdu University, with a focus on core business principles and management strategies. This program is sharpening my skills in finance, marketing, and organizational behavior, providing me with a solid foundation for future leadership and business management roles.

### Government Degree Girls' College (Pre-ENG)

I completed two years of pre-engineering in college, which sharpened my math skills and analytical thinking. This experience improved my ability to manage financial operations and solve problems efficiently. My strong math background supports my goal of excelling as an Admin Manager.

Year of Completion: 2019

## Certification

- **Diploma in Office Administration**

### GOVT. Vocational Training Institute for Women

01/2020 - 12/2020

Completed a diploma in 1 year with a focus on office administration,

- **Certification in MS Excel**

### You Excel Training

Year 2024- Continue

## Languages

English

Urdu