

Project Coordinator + Office Assistant Project Coordinator + Office Assistant Project Coordinator + Office Assistant To achieve new heights and grow in life with own efforts and skills combined with Organizational goals to achieve a win-win situation. Work Experience Project Coordinator + Office Assistant Site January 2018 to June 2019 Place of Posting: Muweilah Commercial Sharjah, UAE

Job Responsibilities Assisting and supporting the Project Manager in their daily duties. Ensuring that relevant management information is captured and analysed. Providing project support to senior Project Managers. Reviewing the efficiency and effectiveness of service delivery.

Responsible for handling the projects finances. Acting as administrative support to Project Managers and Directors on projects. Identify, analyze, prioritize, mitigate and communicate project risks.

Helping the Contract Manager with the development of operating procedures. Writing up documentation for safety procedures. Communicating with project manager to report on project status.

Resolving any financial queries that are raised. Involved in Coordinating projects from inception to completion. Developing training and briefing material for staff. Leading and organizing a team.

Answer phone and transfer to the appropriate staff member. Take and distribute accurate messages. Receive, sort and distribute incoming mails. Prepare outgoing mails for distribution.

Fax, scan and copy documents Maintain office filing and storage systems. Update and maintain internal staff contact lists. Type documents and, reports and correspondence.

Monitor and maintained office supplies. Junior Network Administrator Site - Peshawar, PK December 2016 to November 2017 Place of Posting: Peshawar, KPK Pakistan Job

Responsibilities Managed and administered Windows/Linux systems - Performed periodic maintenance, provided technical support and executed systems engineering. Designing,

Implementing, installing and configuring Microsoft Windows 2003 / 2008 Server. Troubleshoot and provide technical analysis concerning operating system, network, and application performance issues to resolution.

Maintained the timely back-up of important data and management resources.

Provide support for backup/recovery and disaster recovery solutions. Provide training on programming and system side for students. Managing & remote administration, user rights,

accounts, policies, group policies and network resources. Maintained, upgraded and trouble-shoot

the PC hardware and congressional office LAN networks. Provided both hardware and software support to the clients. Troubleshoots problems with operating systems, network access and a variety of software applications. Coordination with students regarding their study activities and problems. Work Experience: 1.6 Year Education Bachelor's

Name: Miguel Grant

Email: courtneyfoster@example.com

Phone: 803-732-0905x264