

Zain Ul Abdeen

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Professional Profile

Highly organised and motivated Personal Secretary with a strong background in administrative coordination, documentation handling, and communication. Experienced in managing schedules, maintaining accurate records, supporting multidisciplinary teams, and ensuring smooth day-to-day operations. Proven ability to prioritise tasks, maintain confidentiality, and deliver results in fast-paced office environments. Seeking to contribute my efficiency and attention to detail to a dynamic freight or logistics organisation.

Key Skills

- Executive and team coordination
- Diary and travel management
- Record keeping and documentation control
- Client and supplier communication
- Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Time management and multitasking
- Meeting preparation and note-taking
- Administrative compliance and reporting
- Data entry and correspondence drafting

Professional Experience

Administrative Assistant / Ward Coordinator

Hameed Latif Hospital, Lahore Oct 2021 – Sept 2023

- Supported the administrative and coordination tasks within a multidisciplinary environment.
- Managed documentation, maintained departmental records, and organised daily schedules.
- Took minutes during ward meetings and ensured clear communication between management and staff.
- Prepared and organised reports for management review, ensuring timely follow-up on action items.
- Assisted with staff rosters, meeting logistics, and scheduling to optimise workflow efficiency.
- Demonstrated confidentiality, professionalism, and strong attention to detail in all administrative duties.

Education

Masters Derm (Sept 2023 – Oct 2024)

Bachelors in Medicine Pakistan (2013 – 2020)

Additional Information

Languages: English (fluent), Urdu, Punjabi, Saraiki

Computer Skills:

- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- CRM Software (Customer Relationship Management systems)
- Internet research and data management
- Digital filing and documentation systems
- Email correspondence and scheduling tools (Outlook, Teams, Google Workspace)

Achievements: Recognised for leadership, public speaking, and coordination of charity and awareness campaigns, demonstrating strong interpersonal and organisational capabilities.

References

Available on request