

# Sara Khan

ADMIN ASSISTANT

## CONTACT:

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## EMAIL:

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## LANGUAGES:

- ENGLISH
- URDU

## DRIVING LICENSE:

- YES

## SKILLS:

Administrative, Communication & Public Relations, Good organizational skills, Problem Solving & Initiative Time Management & Prioritization, Customer service, Ability to work independently or as part of a team, Flexible and resourceful at problem-solving,

## SPECIALTIES:

ADMIN, GDRFA, DUBAI  
TRADE, MOL, ILOE,  
HEALTH INS

A positive thinker with good public relation, strong communication skills, HR processes and managing government relations, successfully streamlined visa application processes, Proven track record in enhancing employee relations and compliance with UAE Labour Law, astute and able to multitask, able to blend as a team member, courteous, ability to work in high stress environment with minimum supervision.

## EXPERIENCES

### ADMIN ASSISTANT/ PRO -PERSONNEL DEPARTMENT

ZAINAL MOHEBI HOLDINGS L.L.C (Dubai, UAE)

OCTOBER 2014 - TILL DATE

- This role is to support the HR function and wider business, by ensuring all immigration/visa requirements for the firms' employees are administered effectively, whether this be new applications, renewals, transfers or cancellations.
- Dealing with Visa and Immigrations.
- Knowledge in UAE visa process (Visa Stamping and filing).
- Compile and update employee records (hard and soft copies).
- Highly organized and able to keep track of visa processes and status.
- Ability to multitask and keep track of everything using spreadsheets, the HR system and reports.
- Ability to stay calm and deal with demands efficiently and without getting flustered.
- Advise department heads on HR issues and local laws.
- Handle large amounts of paperwork and data.
- Follow up National ID Card Shipment status with PRO and distributed to concern department.
- Maintain the confidentiality of colleague personal detail and company information.
- Accountable for all the information typed on the residence visa.

## RECEPTIONIST/ VISA AGENT

MOHEBI AVIATION Travel and Tourism L.L.C (Dubai, UAE)

September-2013 - OCTOBER 2014

- Demonstrated ability to greet residents and clients and guide them accordingly
- Handle visa applications for different nationalities.
- Handle visa enquires, customer service and proceedings with potential clients walking in the office and over phone.
- Client coverage include corporate visa and tourist visa.
- Also handle cash payments, send invoices for receivable and account handling. Before Applying for visa get signatures on visa request form from the Manager and GM
- Report all the supporting documents to Accounts
- Create and maintain database of Corporates, Walk in clients, Travel Agents, Companies etc. through different sources.
- Sending Flyers to the database

## SECRETARY TO THE CEO,

SHELLBY BPO - 2012 to 2013 RAWALPINDI

- Provide general secretarial / administration support to CEO of the company
- Organize external / internal meetings, attend them and take minutes
- Liaising with other staff regulatory authorities, suppliers and clients etc.
- Responsible for answering & screening telephone calls & face to face enquiries
- Make appointments and arranging travel and accommodation.
- Make presentations on power point.
- Deal with incoming emails, faxes and post.
- Responsible for stationery acquisition including periodicals and subscriptions.
- Involved in recruitment, budgets & accounts, managing junior staff & HR issues.

## EDUCATION

- Intermediate – 2013 STATION GIRLS HIGH SECONDARY COLLEGE RAWALPINDI PAKISTAN.
  - Civics, Education& Sociology
- Matriculation – 2011  
STATION SCHOOL NO.1 RAWALPINDI PAKISTAN