



MUHAMMAD ASIF SHEHZAD

ADMINISTRATIVE ASSISTANT



Free Trading St, Dubai, United Arab Emirates



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ABOUT ME

I am an experienced Administrative Assistant with a proven track record of delivering results. I possess excellent organizational skills, attention to detail, and the ability to multitask in a fast-paced environment. I have a strong background in project management, customer service and have successfully completed a wide range of administrative tasks.

LANGUAGES

ENGLISH

URDU

PERSONAL DETAILS

Date of birth
25-12-1985

Nationality
Pakistani

Visa status
Resigned and visa is in cancelation process

Marital status
Married

DRIVING LICENSE

Driving license category
In progress

WORK EXPERIENCE

DP WORLD
Dubai
Jun 2020 - Dec 2023

WORLD SECURITY A
DP WORLD
COMPANY
Dubai
Jul 2014 - Jun 2020

PUNJAB EDUCATION
DEPARTMENT,
PAKISTAN
Sargodha
Apr 2012 - Jun 2014

Administrative Assistant

- Provides outstanding, friendly customer service to all Port patrons over the phone and in person.
- Create manifest for the outgoing cargo vessels.
- Responsible for creating and maintaining monthly Administration and Finance performance indicators utilizing Microsoft Excel.
- Assist Port customers with Dubai Trade and Customs related inquiries.
- Maintaining data including filing, scanning, copying, mailings to each Port department as instructed by supervisor.

Control Room Operator

- Monitor the daily operations.
- Data recording and cameras patrolling periodically.
- Provide customer service to different department queries.
- Minor or major incident reporting in incident data management system.
- Document daily activities and provide monthly services of activity logs, incident reporting and other control room activity.
- Communication with Public Service Agencies in case of emergency.
- Provide escort for VVIP's, clients, employees, contractors and visitors for personal safety in case of emergency.
- Train others in operational areas, generate training documentation and participate in different development training programs.

Educator

- Ensure the maintenance of good order, discipline among all the students in the class and safeguard their Health and Safety.
- Lesson planning and preparation to teach students through instructional based activities.
- Achieve SLO's (Student Learning Outcomes) according to the given curriculum.
- Assessments, Classwork, Homework, Tests, to monitor the individual student progress.
- Maintain students progress reports and share with parents/guardians on Parents Teacher Meeting.
- Ensure the participation of students in extra curricular activities to explore their other potentials.

**SUPERIOR SCIENCE
COLLEGE**
Sargodha
Oct 2009 - Mar 2012

IT Assistant

- Assist with day to day operations and provide assistance to Controller Examinations.
- Work efficiently during examinations and assessments.
- Coordinate with Teachers to submit Question Papers.
- Provide an organized environment in which students can comfortably appear in their exams, for example details on notice board hall, room no, seating arrangement, roll no's, attendance sheets, invigilators duties etc.
- Prepare results and handover to the Teachers subject wise and class wise.

EDUCATION

PUNJAB UNIVERSITY
Lahore
2009

Bachelor of Arts

SKILLS

ORGANIZATIONAL SKILLS

COMMUNICATION SKILLS

CUSTOMER SERVICE

ANALYTICAL SKILLS

TIME MANAGEMENT

COURSE

APTECH
Sep 2009 - Dec 2010

Cisco Certified Network Administrator