

Resume

IFTIKHAR HUSSAIN



Personal Profile

Date of Birth: 05-09-1990
Phone # +971554499403
Email: iftikharhussain227rb@gmail.com
Marital Status: Married
Nationality: Pakistani
Address: Ras Al Khor Industrial Area, 1 Dubai UAE.
Passport Number: XZ6909471
Visa Status: Cancellation
Availability: Immediately joining

Professional Summary

Basically I'm from Pakistan. I have been starting my Career as an Administrative Supervisor On June 2022 in Titans Car Rental LLC UAE. I have a wealth of Experience as an administrative Supervisor and Management Assistant. Hardworking Administrative Supervisor and Management Assistant talented with skilled in managing team Assignment experience. Adapts easily to changing needs and analytically approaches diverse Administrative issues. Focused Administrative Supervisor handling diverse Administrative functions. Proven history managing competing priorities in fast-paced rapidly changing environments. Organized Office Manager with noted experience in Administrative management. Prioritize projects and multitask effectively to achieve project goals. Methodical and detail-Oriented team player with expertise in team leadership. Offering these skills and strong work ethic. Emerging administrative leader committed to supporting corporate growth and development. Excellent analysis and resource allocation skills. Astute and analytical professional with superior record of successful leadership. Takes on challenging new role harnessing collaboration and problem solving. Driven to deliver high quality service and consistent result. Implemented strategies to improve operational efficiency within the organization.

Academic Qualification

| Sr.No | Certificate/Degree | Passing Year | Institution | Division |
|-------|---|--------------|---|--------------------------|
| 1 | M.A (Master of Arts) (Political Science) | 2017 | Government College University Faisalabad | 2 nd Division |
| 2 | B.A (Bachelor of Arts) | 2015 | Government College University Faisalabad | 1 st Division |
| 3 | F.A | 2008 | BISE Faisalabad | 2 nd Division |
| 4 | Matriculation | 2006 | BISE Faisalabad | 1 st Division |

Professional Qualification

| Sr.No | Certificate/Degree | Passing Year | Institution | Division |
|-------|--|--------------|---|--------------------------|
| 1 | B.ED (Bachelor of Education) | 2020 | Allama Iqbal Open University Islamabad | 1 st Division |

Objectives

- A challenging position in organization to uplift the dignity of nation through hard work, loyalty and honesty and do best for the benefit of organization with the co-operation of seniors.

Experience

Administrative Supervisor

June 2022- April 2025

Titans Car Rental LLC Ras Al Khor Industrial Area, 1 Dubai UAE.

- Organized and maintained office systems, databases, and record in accordance with established procedures.
- Provided administrative support to supervisors and managers, ensuring timely completion of task.
- Developed and implemented effective office policies and procedures to streamline workflow processes.
- Maintained and updated employee records and personnel files.
- Provided guidance and mentorship to junior staff members when needed.

- Prepared and filed department records, correspondence and documents in line with company policies and procedures.
- Managed and resolved employee concerns to create positive workplace culture.
- Provided Customer Services delivering information about a company's products and services

MANAGEMENT ASSISTANT

October 2017 – April 2022

Filer Pakistan Tax & Accounts Administrators, Faisalabad, Pakistan

- Implemented strategies to improve operational efficiency within the organization.
- Developed and maintained filing systems to support efficient retrieval of documents.
- Facilitated communication between management team members and other departments.
- Instructed new employees regarding company policies and job duties.
- Greeted customers promptly and professionally, providing knowledgeable assistance.
- Maintained detailed administration and office procedures to improve accuracy and efficiency.
- Exceeded assigned goals by partnering with staff to implement best practice.

Skills

- Staff Supervision.
- Records Management.
- Decision Making.
- Performance Management.
- Process Improvement.
- Data Management.
- Invoicing and Billing.
- Document Management.
- Customer Services.
- Policy Development.
- Interpersonal Communication.
- Motivational Leadership Style.
- Knowledge of Microsoft Office, Especially MS Word and MS Excel.
- English Typing Speed 35 WPM.

Interests

- Teamwork.
- Leadership.
- Creativity.
- Improving efficiency and productivity.
- Implementing best practices.

Language Expertise

1. English 2. Hindi/Urdu 3. Basic Arabic 4. Punjabi