



Muqadas Shaheen

Nationality: Pakistani 🏠 **Phone number:** (+971) 547403604

✉ **Email address:** emainnoor@gmail.com

📍 **Home:** west zone near Salah Al Din Metro Station, Dubai (United Arab Emirates)

ABOUT ME

Passion-driven and result-oriented professional with 7 years of experience in Office Administration, Retail Sales, Customer Services, and Receptionist roles actively seeking an opportunity to add value to the growth and development of the organization. Moreover, I am proficient in MS Office Programs and can fluently speak English, Hindi, and Urdu.

VISA STATUS

Visa status

VISIT Valid until 30 April 2024

WORK EXPERIENCE

Administrator

The Leads home of education school [02/2022 – 02/2024]

City: Rawalpindi

Country: Pakistan

- Oversee day-to-day school operations
- Manage school logistics and budgets
- Managing school security, caretakers, and other ground staff.
- Assisting with the hiring, recruitment, training, and onboarding of new teachers.
- We are establishing and maintaining good relationships with parents, students, and staff at other schools.
- Preparing and submitting drafts of proposals, financial reports, and other documents.

Real estate sales representatives

Capital smart city [12/2020 – 01/2022]

City: Islamabad

Country: Pakistan

- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
- Determine client's needs and financial abilities to propose solutions that suit them
- Intermediate negotiation processes, consult clients on market conditions, prices, mortgages, legal requirements, and related matters, ensuring a fair and honest dealing
- Perform comparative market analysis to estimate properties' value
- Remain knowledgeable about real estate markets and best practices

Office receptionist

Sky-lark Engineering Islamabad. [07/2017 – 11/2020]

City: Islamabad

Country: Pakistan

- Greet and welcome guests as soon as they arrive at the office
- Answer, screen, and forward incoming phone calls
- Ensure the reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms, and brochures)
- Provide basic and accurate information in person and via phone/email
- Receive, sort, and distribute daily mail/deliveries
- Update calendars and schedule meetings
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing.

EDUCATION AND TRAINING

Bachelor of Science in Applied Psychology

National University of Modern languages, Islamabad

City: Islamabad

Country: Pakistan

Website: <https://www.numl.edu.pk/>

Field(s) of study: psychology

Thesis: RELATIONSHIP OF CYBERBULLYING WITH BODY IMAGE OF VICTIMIZED ADOLESCENTS: MEDIATING ROLE OF SELF-ESTEEM 80/100

LANGUAGE SKILLS

Mother tongue(s): **Panjabi; Punjabi** | **Urdu**

Other language(s): **English**

DIGITAL SKILLS

Microsoft Office / Microsoft Word / Social Media / Zoom / Microsoft Excel / Microsoft Powerpoint

PROFESSIONAL QUALIFICATION

Certificate in (Mous) Microsoft office user specialist

REFERENCES

Habibullah Muhammad Akram

- **Occupation: Sales Supervisor**
- **Employer at F G Mangement Services**
- **Contact no: +971552689660**

I hereby certify that the above information is all true and correct.