

Personal details



Nirman Ishfaq



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Sharif Colony Froze Pur Road
Lahore
54600 Lahore



August 10, 1983



Lahore



Male



Pakistani



Married

Skills

Microsoft Office

Good communication skills

Quick Learner

Problem solving

Languages

English

Punjabi

Urdu

Hobbies

■ Reading

■ Traveling

Profile

ABOUT ME

To build a promising career in a Company where a lot of learning opportunities, growth prospect and challenging oriented environment exist also to work in highly innovative and learning environment which provides opportunities to implement practical skills.

Education

Matriculation (Science)

BISE, Lahore

Present

Intermediate (ICS)

Superior College

Present

Bachelors (BA) (AIU)

Alama Iqbal Open University

Present

Employment

Front Desk Receptionist

Feb 2008 - Nov 2010

Pak Elektron Limited, Lahore

Key Responsibilities:

- **Greet and Welcome Visitors:** Provide a warm and friendly welcome to visitors, clients, and employees, ensuring a positive first impression.
- **Answer and Direct Phone Calls:** Handle all incoming Phone calls promptly and professionally, directing them to the appropriate person or department.
- **Maintain Front Desk and Lobby Area:** Keep the reception area clean, organised, and well-maintained.
- **Manage Visitor Log:** Monitor visitor access and maintain security by following office procedures, including managing visitors badges and sign-ins.
- **Assist With Administrative Tasks:** Provide administrative support, such as scheduling meetings, managing calendars, and handling mail and deliveries.
- **Handle inquiries:** Respond to general questions and inquiries, providing accurate information or directing them to the right department.

Admin Assistant / Receptionist

Jun 2011 - Apr 2018

Pak Elektron Limited

Key Responsibilities:

- Greet and welcome visitors in a friendly and professional manner, ensuring a positive first impression.
- Maintain a clean and organised reception area, ensuring all materials are stocked and presentable.
- Schedule and coordinate appointments, meetings, and conference room bookings for staff and management.
- Manage incoming calls, emails, and correspondence, directing inquiries to the appropriate departments.
- Assist with administrative tasks such as data entry, filing, and managing office supplies.
- Handle travel arrangements and itineraries for staff as needed, ensuring all logistics are in place.

- - Coordinates the pick-up and delivery of express mail services (FedEx, DHL, TCS) etc.
- - Assist in organising and maintaining office files, records, and documents.

Sr. Admin Executive

Apr 2018 - Present

Waves Home Appliances Limited

Key Responsibilities:

1. **Administrative Support:** Provide full administrative support to various departments, including managing calendars, organising files, preparing documents, and maintaining records. Oversee the efficient handling of incoming and outgoing correspondence, ensuring prompt follow-up on action items.
2. **Handling Official Correspondence:** Respond to emails, draft official letters, and prepare responses to formal requests on behalf of HOD. Assist in the preparation of official reports.
3. **Document Preparation and Management:**
 - Draft, format, and proofread documents and other legal and administrative documents.
 - Handle the preparation of confidential paperwork. Maintain meticulous filing systems (both electronic and physical) to ensure quick retrieval of important documents.
 - Manage agendas/travel arrangements/appointments for the upper management.
 - Collaborate with team members to ensure efficient office operations and contribute to a positive workplace culture.
 - Respond to inquiries and provide information about company services, policies, and procedures.
 - Support scheduling of meetings, appointments, and handling basic correspondence.

Courses

Basic Life Support & Fire Safety

2016

Community orientation course of **Basic Life Support & Fire Safety** conducted by **Govt. Of PUNJAB EMERGENCY SERVICE (RESCUE 1122)**

References

References available upon request.