

TURABALI

House No P 984, Angatpura, Rawalpindi

✉ turabali@rocketmail.com

☎ 0317-5104623



PERSONAL STATEMENT

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organization goals.

EDUCATION

<u>NATIONAL UNIVERSITY OF MODERN LANGUAGES</u>	2009-2011
➤ Master's in Human Resource Management Compensation Structure Development, Organization Behavior	
<u>JINNAH ISLAMIA COLLEGE, RAWALPINDI</u>	2006-2008
➤ B.COM (IT) (Cost Accounting, Auditing, Business Law, Taxation)	
<u>JINNAH ISLAMIA COLLEGE, RAWALPINDI</u>	2004- 2006
➤ I.COM (Accounting, Business Math & Stats, Banking)	
<u>IDEAL CAMBRIDGE SCHOOL, RAWALPINDI</u>	2001- 2003
➤ SSC (Science) (Physics, Chemistry, Biology)	

PROFESSIONAL EXPERIENCE

<u>BUSINESS WORKFORCE SOLUTIONS (Remote Based Job)</u>	APRIL, 2024 - Present
ADMIN ASSISTANT	

- ❖ Coordinate and manage appointments, meetings, and events.
- ❖ Ensure the executive's schedule is organized and optimized for productivity.
- ❖ Send reminders and follow-ups for upcoming meetings and deadlines.
- ❖ Handle incoming and outgoing communications, including emails, phone calls, and messages.
- ❖ Serve as a point of contact between the executive and clients, employees, or other stakeholders.
- ❖ Organize and maintain digital files and records.
- ❖ Prepare reports, presentations, and other documents as needed.
- ❖ Ensure that all documentation is accurate and accessible.
- ❖ Perform general administrative tasks such as data entry, filing, and office management.
- ❖ Assist with the preparation of meeting agendas, minutes, and materials.
- ❖ Order office supplies and handle office-related purchases and expenses.
- ❖ Utilize various software and tools for scheduling, communication, and project management.
- ❖ Stay updated on new technologies and tools that can enhance productivity and efficiency.
- ❖ Provide technical support and troubleshooting for virtual meetings and digital tools.
- ❖ Coordinate travel arrangements, including flights, accommodations, and itineraries.
- ❖ Ensure travel plans align with the executive's schedule and preferences.
- ❖ Prepare travel expense reports and handle reimbursements.

UNITED INSURANCE COMPANY OF PAKISTAN**APRIL, 2017 - MARCH 2018****OFFICE ASSISTANT/OFFICE ADMINISTRATOR**

- ❖ Delivered superior service to underwriting partners by achieving and maintaining time service standards and supporting the Region's growth, profit and retention goals. Reviewed, evaluated and categorized incoming documents by verifying information for accuracy and appropriateness.
- ❖ Updating paperwork, maintaining documents.
- ❖ Collected renewal information
- ❖ Provided internal clerical support
- ❖ Greeting clients and visitors.

HIMALAYA TREKS & TOURS, RAWALPINDI**JANUARY, 2014 -AUGUST 2016****ADMIN/HR OFFICER**

- ❖ Manage office supplies stock and place order.
- ❖ Maintain attendance on daily basis.
- ❖ Maintain personnel records and update company database.
- ❖ Organize a filing system for important and confidential company documents.
- ❖ Screened and transferred incoming calls, took down messages and transmitted information and documents to internal personnel.
- ❖ Work closely with head office staff and coordinate timely to completion targets.
- ❖ Maintain up to date records of all stationary and Grocery for all staff and also check it on daily basis.
- ❖ Maintain records of all staff members in soft and hard copies.
- ❖ Answer phone calls, schedule meetings, and support visitors.
- ❖ Make travel arrangements such as booking cars, and hotel reservation.
- ❖ Coordinating with head office via phone, emails, and mails.
- ❖ Prepare requisition relating to office rent, utility bills, IT Equipment etc.
- ❖ Contact with vendors to deal and make contact.
- ❖ Keep all IT equipment update and troubleshooting as required.

INTERNSHIPS**INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD****DECEMBER 2012 - DECEMBER 2013****INTERNSHIP IN HR/ADMIN DEPARTMENT**

- ❖ Actively involved in preparing Office Orders, Letters, Memorandums, and NOCs.
- ❖ Employee's extension cases, Noting and Leave Encashment Medical approval and Medical Bills Reimbursement
- ❖ Maintain and update employees Leave Records
- ❖ Record and Maintain Employee's Records on Oracles

SONERI BANK LIMITED**OCTOBER 2010 - DECEMBER 2010****BANK INTERNSHIP**

- ❖ To open a new account and issuance of new checks books.
- ❖ Actively involved in salary sheet generating, cash book issuance, Accounts maintaining, new opening of Accounts, observing all the activities in Reimbursement, Clearing and Credit Department worked at Government receipt for collection of Taxes of FBR.
- ❖ Worked at clearing and Billing department

PRESENT ACTIVITY**WORK AS A TEACHER****JANUARY 2013-PRESENT**

- ❖ Providing Home Tuition Services for different Classes

WORK AS FREELANCER

- ❖ Work as a Freelancer

CERTIFICATION

[Alison.com](https://www.alison.com)

08th June, 2024

➤ Online Diploma in Business Administration

AREAS OF EXPERTISE

TOOLS & PACKAGES	OPERATING SYSTEM/ IT SKILLS	HR SKILLS
<ul style="list-style-type: none">➤ Microsoft Office➤ Microsoft Access➤ In Page➤ Google Calendar➤ Google Form	<ul style="list-style-type: none">➤ Microsoft Windows XP Vista➤ Microsoft Professional➤ Windows Server➤ Web Browsing & Search➤ Typing Skills➤ IT Equipment Maintenance➤ Basic Troubleshooting	<ul style="list-style-type: none">➤ Recruitment & Selection➤ Communication Skills➤ Administrative Skills➤ Teamwork and collaboration Skills➤ Employee Relationship➤ Filing & Documentation➤ Office Management

ACADEMIC AND PERSONAL SKILLS

- ❖ Ability to build relationships & influence all levels within organization
- ❖ Ability to handle a multi-tasking environment
- ❖ Self-motivated quickly able to learn new technologies.
- ❖ Challenges Can work in any demanding environment & develop

CO-CURRICULAR ACTIVITIES

- ❖ Reading Books and Newspapers
- ❖ Reading and writing poetries
- ❖ Event Organizing
- ❖ Volleyball, Badminton
- ❖ Internet browsing

REFERENCES AVAILABALE ON REQUEST