



# SIDRA ASHFAQ

## ADMINISTRATION MANAGER

✉ hunnycool42@gmail.com ☎ 03265655093 📍 RAWALPINDI PAKISTAN 📅 17/03/1991 🇵🇰 PAKISTANI  
📠 37405-4479676-6 🤰 MARRIED ♀ FEMALE

### 👤 PROFILE

- Have experience of successfully coordinating the activities of various departments concerned with Production, Pricing, Sales, and distribution of products and services. Comfortable working with people of all levels and having an excellent commercial approach to solving problems and developing business processes. Motivating staff on an individual and team level.
- Now looking forward to being a part of professional team and work as a team to promote physical and mental approach as well as make the team understandable of value of hard work and spirit to which I could utilize my best skills and experience for my further personal and professional development.

### 📁 PROFESSIONAL EXPERIENCE

04/2020 - 04/2025  
RAWALPINDI, Pakistan

**TOTAL TECHNOLOGIES PRIVATE LIMITED**  
**ADMINISTRATION MANAGER**

1. MAINTENANCE IN CHARGE
2. Store In Charge
3. Accounts (PETTY CASH), LEDGER, ACCOUNTS PAYABLE & RECEIVABLE.
4. Coordination between branch and head office.
5. Answering telephone calls/Reception.
6. Typing letters to departments.
7. Making Quotations, Invoices, Delivery Challans.
8. Writing emails on behalf of Branch Manager.
9. I perform all tasks on behalf of the branch manager at my branch.
10. File Maintaining.
11. Keeping record in computer system & ERP software on daily basis like petty cash, recoveries, CDRs, Sales, cheque, cash, DCs and invoices.
12. Also make weekly sale, recovery, CDR, BG record sheets.
13. Prepare Rawalpindi DCs.
14. Look after the store, keeping equipment record (in/out)
15. Print outs / photocopies
16. Making order sheets against purchase orders of departments.
17. Authority letter/covering letter.
18. Look after the premises of Total Technologies Rawalpindi Branch.
19. Working on Tenders.
20. Highly use of ERP software and give training Sessions regarding ERP Software to staff.
21. Develop and adopt ERP practice solutions and methodologies.

06/2016 – 01/2019      **GREEN LEADS SCHOOL SYSTEM**  
RAWALPINDI, Pakistan    AS A SENIOR COORDINATOR

10/2012 – 10/2015      **HAPPY DALE HIGH SCHOOL**  
RAWALPINDI, Pakistan    COORDINATOR

### SKILLS

. Decisiveness . Leadership . Integrity .  
Troubleshooting . Sports . MS  
OFFICE .Highly access in ERP  
software



### LANGUAGES

ENGLISH, URDU



### EDUCATION

01/2024 – present      **MASTER**  
ISLAMABAD, Pakistan    AIOU  
MASTERS IN COMPUTER SCIENCES

01/2014 – 02/2016      **B.A (COMPUTER SCIENCES, SOCIOLOGY AND EDUCATION)–**  
ISLAMABAD, Pakistan    AIOU

04/2012 – 05/2014      **INTERMIDATE**  
RAWALPINDI, Pakistan    HSSC

05/2010 – 06/2012      **MATRICULATION (Science)**  
RAWALPINDI, Pakistan    SSC

### AWARDS

12/03/2017      **BEST COORDINATOR OF THE YEAR**  
GREEN LEADS SCHOOL SYSTEM  
ON ANNUAL PRIZE DISTRIBUTION CEREMONY 2017

### WORKSHOP

04/2021      **Have attended the Workshop/Seminar of “Reprocessing of Medical Devices Cleaning, Disinfection & Sterilization Processes in Health Care Facilities” on dated: 22 APRIL-2021 in Rawalpindi Institute of Cardiology (RIC). HOSPITAL**  
RAWALPINDI, Pakistan