**SHAHZAIB**

**RESUME**

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**PERSONAL PROFILE**

Highly skilled Admin Officer with expertise in accounting, client communication, and meticulous record-keeping. Proven ability to manage billing cycles, oversee administrative tasks, and maintain successful client relationships. Possesses exceptional organizational, interpersonal, and communication skills. Proficient in using Microsoft Office, accounting applications, and managing technical sales processes. Adept at handling client rejections and coordinating replacements while resolving conflicts effectively. Dedicated to ensuring accurate financial records and facilitating smooth business operations.

**STRENGTHS & CAPABILITIES**

* Skilled in generating invoices, managing billing cycles, and maintaining accurate financial records.
* Ability to effectively communicate with clients, address concerns, and facilitate meetings.
* Experience in overseeing office cleaning, handling administrative duties, and managing store maintenance.
* Proficiency in managing technical sales processes and maintaining sales ledgers.
* Strong attention to detail, excellent organizational capabilities, and adept at handling data.
* Ability to manage client rejections, coordinate replacements, and resolve conflicts efficiently.

**PROFESSIONALEXPERIENCE**

**Admin Officer 2015 – 2023**

Younus Sons Corporation

* Maintained detailed records, ensuring up-to-date financial documentation.
* Facilitated client meetings, addressing inquiries, and resolving concerns promptly.
* Successfully coordinated technical sales processes and managed the sales ledger accurately.
* Supported the sales team by ensuring all documentation was prepared accurately and on time.

**Resurgent Manager –(Part-Time) 2018**

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* Managed cash flow effectively, ensuring accuracy and transparency in financial transactions.
* Managed administrative duties regardless of location or time, ensuring operational continuity.
* Supported the team in achieving operational goals, offering guidance and assistance as required.
* Implemented strategies to enhance customer service, ensuring a positive experience for clients.

**ACADEMIC QUALIFICATION**

* **BS in Mass Communication 2019**

Federal Urdu University of Arts, Science, and Technology

* **Intermediate 2014**
* **Matriculation2012**

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**CONTACT**

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shahzaibhussain82@gmail.com

Islamabad

Skills

* Business Development
* Sales Lead Generation
* Exceptional Customer Service
* Customer Relationship Management
* Administrative Support
* Market Knowledge
* Critical Problem-Solving
* Fund Raising Experience
* Profit/Loss Management
* Team Leadership
* Project Management
* Operations Management
* Resource Allocation & Planning
* Strategic Planning
* Financial Planning & Budgeting
* Talent & Team Development
* Underwriting Knowledge
* Contract Negotiation
* Requirement Analysis
* Conflict Resolution
* Personnel Management
* Insurance Policies
* Automation & Optimization

**PROFESSIONAL SKILLS**

* Accounting
* Client Communication
* Administrative Management
* Sales Operations
* Organizational Skills
* Conflict Resolution
* Software Proficiency
* Account Management
* Software and Hardware Installation
* Language Skills

**EXPERTISE**

* Proficient in generating invoices, managing billing cycles, and maintaining accurate financial records.
* Skilled in facilitating meetings, addressing inquiries, and resolving client concerns promptly.
* Experience in overseeing office operations, coordinating administrative tasks, and managing store maintenance.
* Proficiency in managing sales ledgers and ensuring smooth technical sales operations.
* Strong attention to detail and excellent organizational capabilities in handling data and processes effectively.
* Ability to manage client rejections, coordinate replacements, and resolve conflicts efficiently.
* Familiarity with Microsoft Office, accounting applications, and internet tools for various tasks.
* Fluent in Spanish (C2) and basic proficiency in Chinese (A1), showcasing linguistic versatility.

**PERSONAL INFORMATION**

* Name : Shahzaib
* Contact No : +923111039528
* Email Address : shahzaibhussain82@gmail.com / josephFavrea@gmail.com
* Address : Kyani Town Phase 2 Japan Dam Road 17 Meel Islamabad

**LANGUAGES**

* English
* Urdu
* SpanishC2
* ChineseA1

**RESUME**