

NAJMA KHAN

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OBJECTIVES

To get associated with an esteemed organization where I can apply my skills in the Secretarial field or any suitable post to improve myself and assist my superiors to achieve their targets.

PROFESSIONAL EXPERIENCE:

More than (05) five years of working experience in different companies in Kuwait.

Working as CEO Secretary in Al Mrafk Company. (2010 till now)

Task & Responsibilities: Handling Phones calls, marketing, generating sales reports, quotations, inquires, invoices, Contracts, letters, translating documents from Arabic to English, coordinating with the other administrative staff such as accounts, sales, and designing as well as E-mail coordinating (national and international).

Working as Showroom Administration Secretary in Industrial Metal Center Company. (2006 till 2010)

Task & Responsibilities: Handling Phones calls, marketing, generating sales reports, quotations, inquires, invoices, Contracts, letters, translating documents from Arabic to English, coordinating with the other administrative staff such as accounts, sales, and designing as well as E-mail coordinating (national and international).

Educational Qualification:

Academic Qualification : Secondary from Kuwait and Graduation from Pakistan (MBA)

Computer Skills

: Successfully completed a course entitled " **PC applications** – (Windows, Word, Excel, Power Point, office InfoPath, outlook, & Access Internet Etc.)

: Successfully completed **Business Administration** including **HR**, Secretarial Duties, Marketing, Sales, & Reception responsibilities.

PERSONAL ATTRIBUTES & STRENGTHS:

- Interpersonal communication skills,
- Excellent command over English, Arabic, Urdu, Pashto & Hindi language,
- Ability to handle all Receptionist, Secretarial, & Computer Operator duties and responsibilities individually.

PERSONAL DETAILS:

Nationality : Pakistani
Date of Birth : 01/03/1983
Place of Birth : Kuwait
Religion : Muslim
Kuwaiti driving license. (*Available on request*)

HOBBIES AND INTEREST:

Good Points: Always belligerent to learn more & adjust in whatever environment I am placed in – Polite, intelligent, an efficient worker (always smiling).

I look forward to work with reputed companies, establishment and firms in an environment that allows me to make full use of my potential and become an asset for the respective organization thereafter