



Highly experienced Executive Assistant with a 25+ year tenure supporting high-achieving C-Level Executives. Demonstrates exceptional interpersonal skills and maintains a heightened sense of discretion in handling sensitive and confidential data. Known for being driven, and resourceful, offering a versatile range of administrative skills, exceptional organizational abilities, and excellent communication skills. A strong planner and multi-tasker with a proven track record of providing well-organized and precise support to meet professional needs. Adaptable to change, capable of working independently, and consistently exceeding expectations to maximize performance. Successfully manages high-volume workloads in rapidly changing and confidential environments.

Skills

- ❖ Exceptional Support to C-Suite Executives – in person & virtually
- ❖ Highly organized
- ❖ Discreet, trustworthy & ethical
- ❖ Excellent Communication Skill (English – Written & Spoken)
- ❖ Advanced EQ
- ❖ High Level of Autonomy
- ❖ Independent & Confident
- ❖ Advance Calendaring Skills
- ❖ Travel Management
- ❖ Schedule & calendar planning
- ❖ Coordination & Collaboration
- ❖ Liaising with Senior Executives & Partners etc.
- ❖ Managing External Stakeholders
- ❖ Strong Management & Analytical Skills
- ❖ Cool in a crisis
- ❖ Resourceful & Proactive
- ❖ Creative problem-solver Multi-Project Management
- ❖ Tech savvy; can create high quality documents, spreadsheets, PowerPoint presentations

Functional Areas

- ❖ C-Level Executive Support
- ❖ HR & People Management
- ❖ Corporate Communications
- ❖ Compliance
- ❖ Office Management

Languages

- ❖ English - Fluent
- ❖ Urdu - Conversational

Hobbies

- ❖ Reading
- ❖ Music
- ❖ Movies

PROFESSIONAL EXPERIENCE | 25+ YEARS

EXECUTIVE ASSISTANT TO C.E.O.

Praetorian (Pvt.) Ltd., Karachi, Pakistan | Karachi, PK

Feb 2017 - Present

Praetorian (Pvt.) Ltd., is a multifaceted company, with their core business being Logistics and freight forwarding (BNS Logistics Pvt Ltd.) and aviation management, for over 45 years. My job is multifaceted, and while I am currently holding the above-captioned title, I am not limited by it. I regularly coordinate, plan and support daily the operations and administrative functions of a very confidential environment. Along with my day-to-day duties of managing the C.E.O.'s Secretariat, I also develop and administer various administrative and HR plans, procedures and policies for the company; I help prepare payroll, control/monitor correspondence that goes out on behalf of the C.E.O.'s office, as well as manage and ensure compliance from our Staff to our partners. I also assist in organizing, establishing and coordinating of administrative policies and procedures for officials, committees and boards of directors as well as designing and implementing office policies by assisting in establishing standards and procedures. I am often part of the planning processes of our business and attend meetings (some online and some in-person along with the C.E.O.) and regularly correspond with potential and existing partners based in the U.S., U.K, The Netherlands and U.A.E.

EXECUTIVE ASSISTANT TO CHAIRMAN

Bandhani Group, Karachi, Pakistan (Al-Muqet Group)

Sep 2013 - Feb 2017

Bandhani Group's core business is logistics. They transport various petrol products all over Pakistan and held franchises for Johnny Rockets (U.S.A.) & Party Fiesta (Spain) in Pakistan. I reported to the Chairman of the company, providing thorough and skillful administrative and business support to him. I managed his calendar, all correspondence, appointments, and travel as well as attended meetings with him and on his behalf, as and when required. Have been part of negotiations and attended meetings that could lead to future franchises and partnerships. I designed and maintained a filing system that ensured security, integrity and confidentiality as well as ease of storage and retrieval of data. I conducted extensive Internet research on the availability of new international franchises and then developed contact which led to a few acquisitions and kept a keen eye on any future potential acquisitions as well. I met with franchise owners to discuss and negotiate potential partnerships in South Korea and U.A.E. I routed tasks and coordinated with various departments and was the centre point for follow-up on these tasks. I helped set up stores all over Pakistan, which included but was not limited to, choosing economical material for building/ decorating, coordinating with designers & architects, and managing the smooth running of projects on the behalf of the Chairman with regular updates and follow-ups for him. In short, I ensured efficient and smooth management of the Chairman's office. I also ran the HR department from January 2015. I oversaw recruitment, employee benefits, office procedures & policies, payroll and many other HR-related jobs on a daily basis.

CUSTOMER SERVICES ASSOCIATE

Fry's Electronics Concord, CA | Concord, USA

Dec 2009 - Feb 2013

Fry's Electronics is a retailer of software, consumer electronics, household appliances and computer hardware. I was part of the Returns Department, where I took care of customers by resolving their complaints as well as returns and exchange of merchandise bought at the store. I reported to the Manager Electronics Department.

I managed the Electronic Components Cage, which included but was not limited to pulling high-cost electronic items for customers as per their orders and maintaining an inventory of E-Cage items. Prepare Cycle Count Sheets for the sales floor, package and stock all merchandise received and process Special Orders when received etc.,

OFFICE MANAGER (P/T)

Pro-Medic Health Services, CA, | Oakland, USA

Nov 2009 - Mar 2013

Pro-Medic Health Services is a recruitment company that matched various medical personnel to clinics and hospitals. I ran the Management office while my boss, the C.E.O. travelled and met with potential partners and clients. I took care of daily tasks, responding to emails/enquiries, hiring staff, matching personnel and preparing them for interviews etc., A rundown of my day included but was not limited to maintaining efficient operations, paying bills and maintaining personal expenses records, credit card payments, maintain bank account records etc. Handled all correspondence, meeting arrangements, travel & hotel bookings. I designed and implemented filing systems; made sure they were kept current, ensured security, integrity and confidentiality of data, oversaw adherence to office policies and procedures, routed various jobs/tasks to the relevant department(s), coordinated operational reports and schedules to ensure efficiency, reviewed and approved office supply acquisitions etc.,

EXECUTIVE ASSISTANT & HEAD CORPORATE COMMUNICATIONS

Praetorian (Pvt.) Ltd., | Karachi, Pakistan

Sep 2007 - Jul 2009

Praetorian (Pvt.) Ltd., is a multifaceted company that was working on bringing Lamborghini and Fendi, to Pakistan. I was reporting to the Managing Director. I was regularly in liaison with our partners in Italy and was the first point of contact for the company. I also attended workshops in Italy and the U.S.A. on behalf of the MD who trusted me to represent the company in his stead. I also helped set up and ran the day-to-day operations of a Fendi Furniture store for our company.

EXECUTIVE ASSISTANT TO C.O.O.

Pyramid Productions PL., | Karachi, Pakistan

Apr 2006 - May 2007

Pyramid Production is a production house, dealing in post-production work on television advertisements and as well as other TV programs. I rejoined this company as the C.O.O. needed me to run his office. I managed his correspondence, travel, meetings arrangements etc.,

EXECUTIVE SECRETARY TO PRESIDENT

JCR-VIS Credit Rating Co. Ltd., | Karachi, Pakistan

May 2004 - Sep 2005

JCR-VIS is a full-service rating agency providing independent rating services in Pakistan. I was reporting directly to the President of the company. I was responsible for the efficient and smooth running of his Secretariat. He depended on me for all his correspondence, meeting arrangements, travel arrangements, distribution of various tasks as well as timely follow-ups. I also handled payments of his personal bills, as well as any other tasks assigned to me.

MANAGER HR & ADMINISTRATION

Pyramid Productions PL., | Karachi, Pakistan

Sep 2002 - Apr 2004

Pyramid Production is a production house, dealing in post-production work on television advertisements and as well as other TV programs. I was initially hired as Executive Assistant to the C.E.O. but was also assigned to help the HR department to set up company policies, recruitment, compiling and managing hiring documentation, daily attendance, management of leaves, as well as acting as a liaison and maintaining open lines of communication among senior executives, board members, middle management and administrative staff. I also helped publish the company handbook. I was soon promoted to the position of Manager HR & Administration. I continued to report directly to the C.E.O.

EXECUTIVE SECRETARY TO C.E.O.

Comexindo Bahria (Pvt.) Ltd., | Karachi, Pakistan

Aug 1994 - Sep 2002

Comexindo Bahria (previously Indocomex Fibres (Pvt.) Ltd.,) was a multinational buying house, with its parent company in Singapore. I handled the day to day running of the C.E.O.'s office, which included, but was not limited to, handling telephonic, email and other correspondence on his behalf, rerouting jobs to various departments, assisting in setting up meetings, events, travel arrangements etc., I also handled petty cash for day to day office expenses and set up expense records. I maintained vendor contracts and frequently interacted with them. All in all, I was managing the daily administration and operations of the office.

EDUCATION:

St. Patrick's College – B.Com

Appearing 2024

St. Patrick's College – HSC (Commerce)

Aug 1996

St. Patrick's Girls' School – Matriculation (Science)

July 1993

ONLINE COURSES:

Diploma in Business Management (Oxford Home Study)

June 2022