



# Syeda Mariyam Qaiser

Admin / Telesales Officer & Secretary to CEO  
on Employment Visa

## Introduction

A young and dynamic graduate looking for a challenging position in an organization that provides for professional development and personal growth.

## Personal Information

Gender: Female

D.O.B: 2/April/1994

Religion: Islam

Nationality: Pakistani

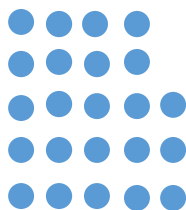
Marital Status: Single

## Education

- Masters of Science in Economics –  
University of Karachi, 2017
- Bachelors of Science in Economics –  
University of Karachi, 2016

## Skills

Creativity  
Adaptability  
Responsibility  
Management  
Communication



## Interest & skills

- Administration
- HR Management
- Social Media Marketing

## Computer Proficiency

- MS Word
- MS Excel
- PowerPoint
- Zoho (for estimates, invoices )

## Work Experience

### Yearex General Trading LLC, Dubai, U.A.E

Admin/Telesales/Secretary to CEO, May 2019 till date:

- Providing customer service.
- Making Quotations/invoices using Zoho software.
- Assisting with all aspects of administrative management
- Sourcing of suppliers, managing documents and files.
- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries.
- Arranging meetings for sales staff.
- Receiving and sending inquiries.

Achievements:

- Worked on general trading website content.
- Worked on general trading catalog.
- Created presentation for general trading & maintenance.

### 360 Group, Karachi, Pakistan

As a Social Media Marketer, my duties were:

- Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification
- Develops engaging, creative, innovative content for regularly scheduled posts, which enlighten audiences and promote brand-focused messages
- managing the pages on social media (Facebook, Instagram, WhatsApp messengers & Gmail accounts)
- Increase the number of followers by following and engaging with potential clients and candidates.
- Communicate with followers, respond to queries in a timely manner and monitor customer reviews
- Receiving and delivering the ordered task within time and to promote the web page.

Admin/HR officer & Social Media Marketer - April 2017 to March 2019

As an Admin/HR Officer, my duties were:

- providing customer service
- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Coordinating office activities and operations to secure efficiency and compliance to company policies
- assisting with all aspects of administrative management
- directory maintenance, logistics, managing inventory of assets and supplies
- sourcing of suppliers, managing documents and files
- Posting job ads and organizing resumes and job applications
- Scheduling job interviews and assisting in interview process
- Administering new employment assessments
- Updating and maintaining employee benefits, employment status, and similar records
- Maintaining records related to grievances, performance reviews, and disciplinary actions
- Performing file audits to ensure that all required employee documentation is collected and maintained.

**DEBS, Karachi, Pakistan**

Teacher - Sep 2016 to Jan 2017

As a primary class teacher, my duties were to use a variety of effective techniques and technologies to engage students with the learning process according to their age, level of ability and individual needs. Also encourage the intellectual and emotional growth of children including reasoning and problem-solving skills, creativity, and self-expression.