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**Adeel Hussain**

House # 547, Street # 23

Al-Noor Colony, Khanna Road

Rawalpindi

Cell #: 0400-5679159

Tel #: 12 345 67

**Career Objective:**

Experienced Administrative Coordinator with background in the transportation industry. Self-motivated and a team player. Appreciated by superiors for excellent attendance and strong administrative skills and revenue generated because of increased collections. Willing to work hard and to take on extra responsibilities.

**Educational Details**

Masters in Business Management, 2006

Bachelors in Business Administration, 2004

Job Experience:

2006 – 2011: Administrative Coordinator, Noor Tech Inc.

***Responsibilities:***

* Provide administrative assistance to Directors.
* Act as the liaison to staff on behalf of the Directors.
* Provide direct supervision to temporary employees.
* Provide administrative and supervisory support to program administrative staff in the areas of all SAP functions: Travel Manager, Purchase Requisitions, Invoice Payments, Procurement Card transactions, as well as collaboration with Inventory verification, meeting planning and program orientations.
* Provides payroll information by collecting bi-weekly time and monthly leave and attendance records.
* Responsible for payroll pickup and distribution as well as retaining appropriate signatures of payroll check registries.
* Research and book travel arrangements, providing detailed itineraries.

2004-2006: Administrative Supervisor, Basel tech,

***Responsibilities:***

* Monthly verification of departmental procurement cards.
* Submits monthly accounting reports by assembling, preparing, and analyzing data for approval.
* Prepare travel request for Director’s office.
* Process all travel expense reimbursements.
* Process petty cash reimbursements consistent with company procedures.
* Process invoice payments, prepare and track progress of purchase requisitions, transfer vouchers and bank deposits.

**Skills & Expertise:**

Software Application: Windows XP, Word 2003, Excel 2003, PowerPoint 2003, Access 2003, Publisher 2003 Windows 95 Word 97, Excel 97, PowerPoint 97, Access 97, Internet, Microsoft Word 6.0, One Source; Excel 5.0, PowerPoint 4.0, ABC Flow, (Windows); Lotus Organizer, On Time Calendar, Schedule Plus Calendar, Lotus Notes (electronic mail), Prolog Manager 6.5, and Shorthand

**References:**

Will be furnished on demand.