

KEY SKILLS

- Expertise in receptionist/Office administration
- Experience in using MS Office, and Salesforce data entry
- Strong communication skills both verbal and written
- Maintaining office records
- Self-motivated, organized, and detail oriented

PROFESSIONAL EXPERIENCE

Opener, ROV - Election Support – Courthouse

Alameda County Courthouse, Oakland, CA

5/2018 – 6/2018

- Extract vote by mail ballots, sort and file
- Attention to details for numerical filing
- Some lifting, ability to sit for long period of time
- Pay attention to detail
- Ability to operate scanning machine, and mail machine

Assistant to Administrative Coordinator

10/2016 – 12/2017

CA Alliance for Retired Americans, Oakland, CA

CARA is a statewide nonprofit organization that unites retired workers & community groups to win social, economic justice and full civil rights.

- Assist the Administrative Coordinator with organizing materials for upcoming workshops for retired American seniors.
- Prepare packages for CARA members, data entry of new member information, update current member contacts using MS Access and record keeping.
- File meeting documents, photocopy workshop materials, and fill out deposit tickets for donations received.

Americorps Member

Hayward Unified School District, Hayward, CA

10/2016 – 06/2017

The Americorps VCS Program's mission is to work towards the day when every family in the Hayward community has a healthy lifestyle. It focuses on nutrition and fitness, through its after-school program.

- Helped make a healthy change in the Hayward community by providing after-school physical fitness and nutrition classes to students in grades K-6.
- Used Google Drive to complete fitness Gram data entry, updated community service hours and worked with the event coordinator / site supervisor on activities and projects
- Assisted the field coordinator in recruiting new Americorps members by outreaching to the Hayward community at various locations in the city
- Participated in professional training and development at the HUB, Hayward

Intern to Executive Director and Director of Employment

05/2016 – 06/2016

Wardrobe for Opportunity, Oakland, CA

Wardrobe works in partnership with community organizations to assist low income individuals in their efforts to find a job, keep a job, and build a career

- Entered new contacts and created job opportunity records for resumes received in Salesforce
- Created list of 21st Anniversary Spring to Success Soiree guest's information in Excel
- Contacted guests to thank them for attending and donating to the Spring to Success Soiree on 05/20//2016
- Organized filing system and scanned documents for the Executive Director
- Assisted the Director of Employment and Program Specialist in organizing the boutique for sale in June 2016

Executive Assistant to Group CEO

11/2005 – 04/2015

Atherton & Imrooz, Karachi, Pakistan

Trading company dealing with industrial raw materials for personal care, paints and other products

- Managed CEO's calendar, booked conference room for meetings and made local and international hotel reservations
- Created and maintained a personal filing system in Excel for CEO and international customers; organized records using descriptive file names resulting in greater efficiency while searching for information
- Managed domestic and international travel itineraries for CEO on a monthly basis; used Tripit software to consolidate travel plans resulting in increase of overall efficiency by 70%
- Assisted the HR department in preparing files for new hires as well as coordinated meetings with management for various departments
- Conducted new hire orientations on company procedures and policies regularly

EDUCATION

BA, English and Economics, University of Karachi, Pakistan

PROFESSIONAL DEVELOPMENT

Americorps Member Certificate of Completion

The Administrative Assistants Conference, San Francisco

The Indispensable Assistant, SkillPath Workshop, San Francisco

Primary Teachers Training Certificate (PTC), St Patrick's High School, Karachi, Pakistan

Model Organization & Supply Chain Workshop, M/S Atherton & Imrooz, Karachi, Pakistan