Zubair Labedi

**Adaptable, Detail oriented, Team player** Administrative Assistant, Flynas Airlines Hyderabad, India



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 **WORK EXPERIENCE**

# Administrative Assistant

**Flynas Airlines, Saudi Arabia**

## May 2016 - Feb 2020

Administrative support to Senior Manager's, Director and other senior management. Answering phone calls and deal with queries/messages as appropriate.

Act as the point of contact among executive, employees, clients and other external customer, manage information flow in a timely and accurate manner.

Familiar with a highly visible and confidential role, dependable, reliable and accustomed to interaction with senior level management.

Greetings visitors and assisting in their queries also with reception duties.

Carrying out a wide range of administrative and support duties, often of a confidential nature and unique to assigned area, including entering appropriate data and verifying accuracy of existing researching information and data, administ rate personnel files for staff and any new starters records and filing system and developing and producing reports. Prepare third party job sheets for invoicing/Billing

Co-ordinate with team's diaries where necessary, ensuring travel and accommodation arrangements are made and all necessary paperwork made available.

Complex travel arrangements with NAS Travel Services, flight, VISA/Immigration, hotel pick up (domestic / international) for all team members who are frequent travelers in Europe, APAC, USA & other international and by including expense reimbursement, track the Travel Allowance expenditures and other budget information for the unit assigned. Review expense reports, verify expense documentation and uploading on expense management ERP/SAP systems (Oracle)

Good knowledge on ERP/SAP system, such as Oracle and Computer literate in Microsoft Office (2010, 2013 & 2016) Word, Excel, Power Point, Outlook, and Adobe Acrobat.

Prepare and minute any meetings, letters, reports, memos, forms, schedules / manpower, etc.,

Responsible for timekeeping and attendance for all full-time and Sub contract employees. Company uniform control and monitoring to maintain stock

Operate and maintain office machines, Basic troubleshoots on telephone and copier machines. Coordinating for airport access / visitor passes / permanent or temporary.

Arrangement of PCs, Phones, organizing IT Log-in, training to New Joiner's. Organize & schedule all staff training in liaison.

Maintain office supplies inventory by checking stock to determine inventory level, anticipating needed supplies, placing and expediting orders for supplies, verifying receipt of supplies, etc.

# Tool Crib Controller (Warehouse)

**Flynas Airlines, Saudi Arabia**

## Apr 2014 - Apr 2016

Issuance of tools to Maintenance Engineer / Mechanic's on A320 Family Cayman registered Aircraft's

Drive Company vehicles when required to relocate tools / part to require area. Maintain a turn over log book for daily activities that will be follow by the next store men person.

Inventory check on all tools with their specific Serviceable Tag's.

Supervised all the tools that are issued to mechanic's that are in good condition or not and also see the tools which in same condition when it returned by them.

Monitoring & maintaining daily consumable items stocks like Gloves, Rugs, Face mask etc.

Maintain each tool record for in & out in ERP system - Trax - Maintenance, and also in manual borrower log book. Assisting in loading and unload trucks for parts movement.

Store Cargo in appropriate warehouse locations, reporting as required

Daily check to all the tools that are kept in tool room and if any tool found missing then immediately mail to duty supervisor or to the Head Manager.

Maintain weekly report return & un-return tools

Physically handle Cargo manually or by machine, e.g. forklift when required, Send tools for calibration at the end of every month.

Maintain a clean environment at work place.

## TRAX MAINTENANCE SYSTEM:

Technical Data Entry / Closing of Work Order performed / open Flight Hours Entry in Trax

Defect Entry Inventory Tools In & Out

Order Receiving Transfer Order P/N Explorer iRequest

Tools Calibration Report

Bin Transfer / One Step Transfer Requisition

# Executive Admin Assistant & Billing Coordinator

Premier Travels, India

**Jul 2011 - Feb 2014**

## Executive Administrative Assistant:

Arrangement of conference meeting and business trip preparations. Maintain a calendar of activities and various work-related events.

Maintaining Inward & outwards Files. Vendor Care Work.

Checking the stationary items that are sufficient required at work.

Keeping Regular check at housekeeping Department. For clean and good environment at work. Keeping all purchased order register with correct entry.

Keeping all hard & soft copy of work done. Reporting to Line Admin Manager.

**Billing Coordinator - JP Morgan Chase & Co (Call Center Division)**

Ensure accurate data entry into the TMS (Transport Management System) Completion of daily, weekly and monthly tasks to required deadlines Processing and management of Outlook

Prepare, compile and sort documentation for data entry Verify and correct necessary data once agreed as necessary

Obtain advice for incomplete files/documentation required for processing for Vehicles Check completed work for accuracy and amend where necessary

**Front Desk Receptionist** Marwah Tours & Travels, India **Jun 2010 - May 2011**

Receptionist duties

Front desk management and customer coordination

Field work, passport endorsement, and immigration services Office maintenance, Purchase and Stationary order transaction. Customer relation and front office role, submission of bills.

Cash invoice bills submission to our contracted airline office.

## EDUCATION

**Bachelor Degree, Commerce**

**2009 - 2019**

Dr. B. R. Ambedkar Open University, Hyderabad, India

Commerce, Accounts

# Intermediate / 12th

**2007 - 2009**

Board of Intermediate Education, Hyderabad, India Commerce, Economics

# High School

**1998 - 2007**

Board of Secondary Education, Hyderabad, India Secondary Education

## LANGUAGE

**English** *Fluent*

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**Urdu** *Conversational*

## SKILLS & CERTIFICATION

**Hindi** *Fluent*

**Arabic** *Working Knowledge*

Admin Support and Office Management Skills - London Institute of Business and Management - Oct 2019

## INTERESTS & ACHIEVEMENT

Academic Qualification verified by WES (World Education Services - Mar 2020) Certificate of Appreciation - Work Performance (Administrative Assistant - Feb 2020) Certificate of Appreciation - Work Performance (Tool Crib Controller - Dec 2015)