

Zubair Labedi

Adaptable, Detail oriented, Team player

 Administrative Professional

 Hyderabad, India

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WORK EXPERIENCE

Administrative Assistant

Flynas Airlines, Saudi Arabia

May 2016 - Feb 2020

- Administrative support to Director, Head Managers and other senior management.
- Assisting managers and other team member in day to day activities including the coordination of daily meetings and schedules and other general office duties
- Greetings visitors and assisting in their queries also with reception duties, 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.
- Complex travel arrangements for flight tickets, VISA/Immigration, hotel pick up (domestic / international) for all team members in region of 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)
- Familiar with a highly visible and confidential role, dependable, reliable and accustomed to interaction with senior level management.
- Carrying out a wide range of administrative and support duties, often of a confidential nature, administrate personnel files for staff and any new starters records and filing system. 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.
- Good knowledge on ERP/SAP system, such as Oracle-EBS 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, Requisition
- Order Receiving, Transfer Order, P/N Explorer, iRequest
- Tools Calibration Report, Bin Transfer / One Step Transfer

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)
- Process customer invoices and other bills in accordance to contract.
- Update billing records and customer invoices files after submission.
- Prepare supplier's payment and submit invoices to billing supervisor for further approval, Completion of daily, weekly and monthly tasks to required deadlines
- 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
- 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

2009 - 2019

Bachelor Degree, Commerce

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

- Commerce, Accounts

2007 - 2009

Intermediate / 12th

Board of Intermediate Education, Hyderabad, India

- Commerce, Economics

1998 - 2007

High School

Board of Secondary Education, Hyderabad, India

- Secondary Education

LANGUAGE

- English

Fluent



- Hindi

Fluent



- Urdu

Conversational



- Arabic

Working Knowledge



SKILLS & CERTIFICATION

- Lean Six Sigma Yellow Belt - Anexas Europe - Apr 2020
- Microsoft Power Point - Skills Assessment Badge - LinkedIn Mar 2020
- Microsoft Word - Skills Assessment Badge - LinkedIn Mar 2020
- Admin Support and Office Management Skills - London Institute of Business Management - Oct 2019

INTERESTS & ACHIEVEMENT

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