



HUDA JAMSHED

Administration + HR

A highly multi-skilled, progressive, ambitious, solution-oriented, and value-added administrator with 11 years of extensive and cross-functional experience as a receptionist and administrative assistant in Pakistan & UAE, my proven abilities help organizations achieve their desired goals.

ADNIC Real Estate LLC Dubai (FEB 2025- till today)

Administrator + Personal Assistant + HR

Communicate with clients, agents, and other stakeholders. Ensure compliance with real estate regulations and company policies. Prepare and distribute real estate documents and contracts. Handle incoming calls and emails, providing excellent customer service. Support agents with administrative tasks and client follow. Coordinate and assist with open houses and property showings. Prepare reports and presentations for management. Assist with financial tasks such as invoicing and expense tracking. Handle confidential information with discretion. Provide training and support to new staff members. Monitor and update the company website and online listings.

Perk Excellence Real Estate LLC (DCT Group) (May 2024 – DEC 2024)

Administration + HR

Manage property listings and ensure accurate information is posted. Knowledge of Oqood (Initial Contract) from the developer side to the buyer. Process real estate transactions and ensure all documentation is complete. Maintain and organize office records and files. Assist with marketing efforts, including social media and email campaigns. Communicate with clients, agents, and other stakeholders. Ensure compliance with real estate regulations and company policies. Prepare and distribute real estate documents and contracts. Handle incoming calls and emails, providing excellent customer service. Support agents with administrative tasks and client follow. Coordinate and assist with open houses and property showings. Prepare reports and presentations for management. Assist with financial tasks such as invoicing and expense tracking. Handle confidential information with discretion. Provide training and support to new staff members. Monitor and update the company website and online listings.

InfraTech Realty LLC Dubai (JAN -2022- FEB -2024)

Administrator + Personal Assistant + Telesales

Present purchase offers to sellers for consideration. Screening and directing phone calls, and distributing correspondence. Listings with higher ratings on all the portals. Complete paperwork for all real estate transactions promptly. Handle incoming calls and emails, providing excellent customer service. Support agents with administrative tasks and client follow. Coordinate and assist with open houses and property showings. Prepare reports and presentations for management

XAD Technologies LLC Dubai (June -2021 to DEC-2021)

Receptionist and Admin Assistant

Serves visitors by greeting, welcoming, and directing them in an appropriate manner. Assisting the HR Department by doing Yearly Staff Appraisals, documentations & meetings Making Purchase Orders on the SAP Business application for Administration. Excellent communication and presentation skills Directing, monitoring, and controlling the organization's SIM database, and utility payments, LPOs preparing for SAP (verification, quotations, budgeting, etc.) Maintains a safe and clean reception area by adhering to established procedures, rules, and regulations. Handling office tasks, such as filing, generating reports, and presentations.

Phone

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Email

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Location

Al Kubra Tower Al Nahda Sharjah

Date of Birth

16-09-1988

Religion:

Islam

Nationality:

Pakistani

Marital Status

Married

Education

Bachelor's in Commerce

Intermediate

Matriculation

Language

English

Urdu

Expertise

Scheduling

Administration

Data Entry

SAP Business One (PO Making)

MS. Office Expert

- Communication Skills
- Time Management
- Emotional Intelligence
- Leadership Skills
- Interpersonal skills
- Stress Management

