

Dennis Paras Paul

Administrative assistant

AREAS OF EXPERTISE

Office management
Administrative Support
Minute Taking
Report writing
Presentations
Dairy management

PERSONAL SKILLS

Time management
Proactive and assertive
Flexible & approachable
Event management (Seminars, workshops and council meetings)
Letter writing & email correspondence
More than eighteen years teaching experience in Aitchison and Chouefat schools (majors English and Maths)

PERSONAL DETAIL

Dennis Paras
H # 145, St # 5 H-Block
Youhanabad, LHR.

Mobile: 0324-4738188
Email: dennis.paras@hotmail.com

DOB: 08/07/72
Nationality: Pakistani

PERSONAL SUMMARY

A highly motivated and enthusiastic administrative assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish a good working relationship with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.

Currently looking for a suitable position with a reputable and ambitious company.

WORK EXPERIENCE

Administrative Assistant

Working as part of a team and supporting the office manager. Responsible for day-to-day tasks and administrative duties of the office.

Duties:

- Meeting and greeting the clients and visitors to the office.
- Typing documents and distributing memos.
- Supervising the work of office junior and assigning work for them.
- Handling incoming / outgoing calls, correspondence and filing.
- Printing, photocopying, filing and scanning.
- Organizing business travel, itineraries and accommodation for managers.
- Monitoring inventory, office stock and ordering supplies as necessary.
- Updating and maintain the holiday, absence and training records of staff.
- Responsible for purchase orders.
- Raising purchase orders and invoice tracking.
- Creating and modifying the document using Microsoft Office.
- Setting up and coordinating meetings and conferences.
- Involvement in social media implementation.
- Updating, processing, and filling of all documents.

KEY SKILLS AND COMPETENCIES

- Strong organizational, administrative and analytical skills.
- Excellent spelling, proofreading and computer skills.
- Ability to maintain confidentiality.
- Excellent working knowledge of Microsoft Office; Excel, Word, Powerpoint.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi-task and manage conflicting demands.

ACADEMIC QUALIFICATIONS

- BA
- DCS (Diploma in Computer Science)
- TOEFL

Dennis Paras Paul

Teacher

AREAS OF EXPERTISE

Mathematics: (D1 to D4), Cambridge IGCSE (0580) and all publication mathematics books up to O' Level.

English: Having good grip to teach English Cambridge books.

All subjects: up to grade VIII

PERSONAL SKILLS

Time management

Proactive and assertive

Flexible & approachable

Letter writing & email correspondence

More than twenty five years teaching experience.

PERSONAL DETAIL

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Nationality: Pakistani

PERSONAL SUMMARY

I started teaching career as a home tutor, and then joined Saint Mary's School Samanabad Lahore. I have taught to almost all of the well-known schools in Lahore since more than 25 years teaching career. I also taught in MT International School in Youhanabad for 1 and half year as an English Subject teacher for senior boys' section. I have worked with British Council for four years. I am currently looking for the vacancy of teacher or school administrative work.

WORK EXPERIENCE

Subject Teacher

(English and Mathematics) I have teaching experience for these schools as a home tutor: Aitcheson, Choueifat International, American National School, Beacon House, LACAS, Bloom Field, LGS and Slammat School.

Duties:

- As a home tutor, having responsibilities for the subjects of Mathematics and English for the Cambridge Exams and admission tests for Aitchison and Choueifat International.
- I taught in Saint Merry School as a class teacher of grade VIII and MT international as English teacher for Senior Boys Section.

KEY SKILLS AND COMPETENCIES

- Strong organizational, administrative and analytical skills.
- Good spelling, proofreading and computer skills.
- Ability to maintain confidentiality.
- Good working knowledge of Microsoft Office; Excel, Word, PowerPoint etc.
- Ability to multi-task and manage conflicting situations.
- Fluent in English

ACADEMIC QUALIFICATIONS

BA
DCS (Diploma in Computer Science)
TOEFL

References:

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