

ISHRA ASLAM

Experienced Secretary | Administrative Support

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Dubai



EXPERIENCE

Executive Administrative Assistant

Nolimit Fashion Trading LLC., Dubai, UAE

- 01/2025 - 07/2025 Nolimit Head Office, Deira, UAE.
- Answering and directing phone calls, managing emails, and drafting correspondence (memos, letters, etc.)
 - Organizing appointments, meetings, and travel arrangements.
 - Maintaining filing systems (both physical and digital), managing databases, and updating records.

Secretary to General Manager

Nolimit Fashion Clothings (Pvt) Ltd., Sri Lanka

- 01/2022 - 01/2024 Nolimit Head Office, No 18, Kawanama Road, Dehiwala.
- Drafted letters, invoices, and reports, improving document accuracy by 98%.
 - Managed executive schedules and travel, increasing efficiency by 40%.
 - Led business projects, including Nolimit Dubai, Pink Elephant Tourist Apartment, and Good Farmer Food City, ensuring 100% on-time completion.

Engineering Group Secretary

DMS Garment Technologies

- 01/2018 - 01/2022 Colombo, Sri Lanka
- Streamlined office meetings, petty cash handling and invoice processing, reducing financial discrepancies by 30%, and Processed customer payments and CAPEX, optimizing financial operations by 25% while resolving customer issues.

Computer Application Assistant (SVAT Unit)

Inland Revenue Department

- 10/2016 - 04/2017 Colombo 2, Sri Lanka.
- Managed credit vouchers, VAT/SVAT calculations, and invoices, reducing processing errors by 35% and maintaining customer databases.

EDUCATION

Diploma in English Language & Literature

Aquinas University College

01/2017 - 01/2018 Colombo, Sri Lanka

Government Certified Secretary

Institute of Lalith Athulath Mudali

01/2022 - 12/2022 Sri Lanka

- Rathmalana, Sri Lanka

Certified Software based Accountant- SL

Institute of Lalith Athulath Mudali

01/2023 - 12/2023 Rathmalana, Sri Lanka

- (Sage, Quick Book, MYOB, Simply)
- Institute of Lalith Athulath Mudali
- Rathmalana, Sri Lanka

SUMMARY

Experienced professional with a strong background in administration, business management, and virtual assistance. Highly skilled in managing clerical and executive support functions, organizing meetings, and handling financial documentation efficiently. Fluent in English, Tamil, and Sinhala, with a high level of computer literacy. Committed to delivering exceptional results and providing top-notch support to drive organizational success.

KEY ACHIEVEMENTS

- Executive Schedule Optimization**
Increased executive meeting efficiency by 30% through improved scheduling.
- Invoice Management Excellence**
Managed over 150 invoices monthly with 95% accuracy.
- Petty Cash Optimization**
Reduced petty cash discrepancies by 20% within one year.
- Project Management Success**
Oversaw 5 major projects, boosting company revenue by 15%.
- Handling Customer Calls and Messages**
Responded to over 50 customer calls and emails daily and resolving 90% of their concerns.

TRAINING / COURSES

Computer Application Assistant- NVQ 2

National Youth Service Council
Microsoft Office, G- Suite, Office 365, Outlook, Internet and Email, Presentation Management, Graphic Design, Software, and Hardware, etc.

LANGUAGES

English (Proficient)
Arabic (Reading & Writing)
Tamil (Fluent)
Sinhala (Fluent)
French (Learning)