

MARINA BUTT



OBJECTIVE

Motivated and detail-oriented **Admin Assistant / Office Coordinator** with a strong background in office administration, document management, and social media handling. Skilled in MS Office, team coordination, and project support, with proven experience in managing office tasks efficiently. Seeking an opportunity in a reputable UAE-based organization where I can contribute to smooth office operations and support business growth.

NATIONALITY

Pakistani

ADDRESS

Butina, Sharjah, UAE

PHONE

+971 56 272 0624

EMAIL

marinabutt87@gmail.com

VISA STATUS

Visit Visa (Valid for 2 months)

AVAILABILITY

Immediate

REFERENCES

Available upon request.

SOCIAL ACCOUNTS

[LinkedIn](#)

[Instagram](#) 

EXPERIENCE

2016 - 2021

Media / Office Coordinator

Alhuda International – Islamic Centre, Faisalabad (2016 – 2021)

- Successfully managed office coordination tasks, ensuring smooth day-to-day operations.
- Prepared, edited, and printed professional documents, reports, and presentations.
- Coordinated with management and team members to ensure timely submission of projects.
- Designed and managed social media posts and short videos for awareness campaigns.
- Assisted in event and meeting coordination, maintaining schedules and records.
- Recognized as the most loyal and reliable team member, consistently meeting deadlines.

EDUCATION

Master of Commerce (M.Com) - Finance

University of Sargodha, Pakistan (2009 - 2011)

(Degree Attested by UAE MOFA)

CERTIFICATIONS

Adobe Photoshop | Adobe InDesign | Adobe After Effects
Udemy International Academy

KEY SKILLS

- **Office Administration & Coordination:** Scheduling, communication, document handling, meeting support.
- **MS Office Expertise:** Word, Excel, PowerPoint (document creation, reporting, and presentations).
- **Document Management:** Drafting, formatting, and printing professional documents.
- **Social Media Management:** Creating posts, short videos, and managing accounts.
- **Basic Digital Marketing:** Content creation, online promotions, and campaigns in Google and FB Meta.
- **Creative Tools Knowledge:** Adobe Photoshop, Adobe After Effects, Adobe InDesign, Canva, Capcut. Google Ads, FB Meta Business.
- **Team Collaboration:** Strong ability to coordinate with colleagues and ensure timely project completion.
- **Languages:** Fluent in English & Urdu; learning Basic Arabic.