***Admin Assistant/Document Controller***



**Whats app Mobile:+971504753686**

 **Gulfjobseeker.com CV No:**

E-mail: gulfjobseeker@gmail.com

|  |  |
| --- | --- |
| **Profile** | Make a sound position in a reputed organization, which provides me a steady career growth to obtain professional heights for both organization and self. A dynamic and self-motivated individual having more than fifteen years of experience in different capacities, I have performed duties as Accounts Assistant & Cashier, Administration Assistant/Document Controller and Store-keeper. I have successfully completed departmental Certifications. I have received best employee performance awards three times from department. |

|  |  |
| --- | --- |
| **Education** | **BahauddinZakariya University,** BSc Computer Science (Two Years) **1997 to 2000**(College of Advance & Scientific Techniques, Sahiwal Campus)**Multan Board**FSc **1994 to 1997**Matric **1992 to 1994** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key Skills** | **Office Skills:** | Office ManagementRecords Management Accounts Management | Spreadsheets/ReportsCash HandlingExecutive Support | Self Motivated Multitasking Team Player |
| **Computer Skills:** | MS WordMS ExcelMS PowerPoint | MS OutlookWindows-8Wnindows-7 | In-Page FileCoral Draw Typing Speed 35 w/pm |

|  |  |
| --- | --- |
| **Experience** | **Population Welfare Department, Pakistan** **Accounts Assistant** 10-July-2009 To 30-May-2015Perform duties as Accounts Assistant & Cashier.Maintain record of petty cash and ledgers.Prepared the Budget, Expenditure & Reconcile Statement. Reconcile all the accounts with Treasury Office & Bank.Prepare the Salary/Claims of the existing staff and day to day assignments assigned by the authority.Conduct Audit of Accounts and settlement of Audit Observations.Some Experience of work on the SAP Accounting Software.**Admin Assistant /Document Controller** 18-February-2000 T0 09-July-2009Handle all the correspondence. Registration of all incoming/outgoing documents.Perform duties as Admin Assistant/Document Controller. Attend Telephone Calls and Responded. Correspondence filing and Reproduction of documents.Maintain the Personal /Service Record of approximately 270 employees.Perform duties as Store Keeper, Handle of Stock Issuance/Receipts Reports and Inventory Control. Daily reports Keeping log of submittal & return date for all documents.Preparing the graphical presentations of technical data.Some Experience for Procurement. Utilization of Multimedia/Overhead Projector, Photocopier/Fax, Scanner.  |

|  |  |
| --- | --- |
| **Certifications****Muhammad Arfan****Contact No. UAE: +971-568546082****Pakistan Contact: +92-300-6901762, +92-40-4462751****WhatsApp Contact: +92-300-6901762** **Email: arfan221278@gmail.com****Date of Birth: 22-December-1978****Visa Status: Visit Visa (Expire on 15th March 2016)** | Office Management 19-02-2001 To 24-02-2001Office Procedure and Report Writing 26-01-2004 To 31-01-2004Maintenance of Accounts 04-03-2013 To 08-03-2013Maintenance of Accounts and Records 23-05-2013 To 31-05-2013Automation of Financial System 02-12-2013 To 06-12-2013 |
| **Languages****Muhammad Arfan****Contact No. UAE: +971-568546082****Pakistan Contact: +92-300-6901762, +92-40-4462751****WhatsApp Contact: +92-300-6901762** **Email: arfan221278@gmail.com****Date of Birth: 22-December-1978****Visa Status: Visit Visa (Expire on 15th March 2016)** | English ( Speak/Write/Read )Urdu ( Speak/Write/Read )Punjabi ( Speak/Write/Read ) |
| **Personal Information** | Nationality: PakistaniReligion: MuslimDate of Birth: 22–December–1978 |