***Admin Assistant/Document Controller***



**Whats app Mobile:+971504753686**

**Gulfjobseeker.com CV No:**

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| **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. |

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| **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** |

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| **Key Skills** | **Office Skills:** | Office Management  Records Management  Accounts Management | Spreadsheets/Reports  Cash Handling  Executive Support | Self Motivated Multitasking  Team Player |
| **Computer Skills:** | MS Word  MS Excel  MS PowerPoint | MS Outlook  Windows-8  Wnindows-7 | In-Page File  Coral Draw  Typing Speed 35 w/pm |

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| **Experience** | **Population Welfare Department, Pakistan**  **Accounts Assistant** 10-July-2009 To 30-May-2015  Perform 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-2009  Handle 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. |

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| **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 24-02-2001  Office Procedure and Report Writing 26-01-2004 To 31-01-2004  Maintenance of Accounts 04-03-2013 To 08-03-2013  Maintenance of Accounts and Records 23-05-2013 To 31-05-2013  Automation 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: Pakistani  Religion: Muslim  Date of Birth: 22–December–1978 |