AZEEZ

[AZEEZ.267994@2freemail.com](mailto:AZEEZ.267994@2freemail.com)

*Motivated and detail oriented Administrative Assistant who excels at prioritizing, completing multiple tasks in a timely manner and following through to achieve organizational goals. Seeking an administrative assistant role of more responsibilities and authority*

WORK EXPERIENCE

AL MUTAMAYZOON FURNITURE Sharjah

*Administrative Assistant 2014 – Present*

## Open, read, route, and distribute incoming mail or other materials and answer routine letters.

## Developed computer based filling systems of company, executives and staffs documents which reduced paper documentation by 25% and made documents easily accessible when requested

## Reduced invoices over payment more than $11,000 to a supplier by discovering discount calculation error on invoices as agreed during purchase order

## Performing general clerical duties, such as ordering supplies, and performing basic bookkeeping work

## Generated over 3000 mobile phone contacts of old and current customers to send text messages about promos which increase sales during promotional seasons

## Preparing invoices, memos, letters, and other documents, using word processing, excel, and other application

## Increased sales manpower by 20% by supporting the sales team member during busy business and leave periods of one of the team member which saves the company average of 8,500aed yearly

## Maintaining staff data base, records and all other human resources assistance responsibilities

SUBLIME LOGISTICS Dubai

*Administrative Officer and Customer Service 2012 – 2014*

* Authorized to access the company’s bank accounts to verify deposits and perform electronic payment transfer
* Answered incoming calls (average of 25/day) resolving customers complaint and problems
* Developed spreadsheet for client account details and more than 100 telephone contacts of clients
* Ensured customers’ complain are brought to satisfactory level doing so diplomatically while adhering  
  to the company policies
* Orally reported to the management on customer needs, problems, interests, market competitive  
  activities and potential for new service.
* Interpreted administrative and operating policies and procedures for employees.
* Supervised a team of 5 full time employees

PRIVATE BUSINESS MANAGEMENT 2*008 – 2010*

* Managed a business of two partners in clothing and telecommunication cards retails

EXPERT WORLD Lagos

*IT Assistant (Internship) 2006 – 2007*

* Solved problems for students and attendees during IT practical classes
* Handled IT/Telecom training logistics
* Installed software programs on laboratory computers
* Ensured that training and seminar halls are well organized and conducive
* Handled basic hardware and software troubleshoot

EDUCATION

YABA COLLEGE OF TECHNOLOGY Lagos

*National Diploma in Computer Science 2004-2007*

ADDITIONAL SKILLS

* Proficient in: Microsoft Office, Windows OS, Data Entry
* Al-Ameen accounting software (proficiency in inventory and invoice making)
* Bilingual in Arabic and English
* Problem solving
* Customer service
* Proficient in using office equipments