Latif

[Latif.275870@2freemail.com](mailto:Latif.275870@2freemail.com)

**CAREER OBJECTIVE:**

Highly motivated, energetic & enthusiastic, having abilities and skills in administration to work for an ambitious, progressive and dynamic organization, where I can apply my experience for the progress of the company.

**Education Profile:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | B.Com (Bachelor of Commerce) from Government College of | | |  |
|  |  | Management Sciences Kohat ( Pakistan) | | (2009 - 2012) |  |
|  | HSSC (Engineering) (Pakistan) | | (2007 - 2009) |  |
|  |  | SSC (Science) (Pakistan) | | (2007) |  |
|  | | |  |  |  |
| **Work Experience:** | | |  |  |
| **Company** | **: Martech Engineering L.L.C (Sharjah, UAE)** | | | |  |
| **Year** | **:** | From Feb 2015 - Present | |  |  |
| **Position** | **:** | ADMINISTRATIVE DIRECTOR | |  |  |

**Job Responsibilities:**

Receptionist

Greeting visitors to the office in a professional and friendly manner.

Providing general administrative & clerical support to colleagues & the Office Manager.

Maintain and facilitate good communication flow with external customers and internal staff.

Servicing the Desktop, Printers and Fax machine.

Perform daily administration for all internal applications

Maintenance of office equipment, including cataloging, distribution, and record keeping

Dealing with all general emails & incoming calls on behalf of the department.

Preparing invoices and Bank related activities Crew online documentation

Vessels online certifications

Establish, maintain and updates files records or other documents Documents controller

**COMPUTER SKILLS:**

MS Office Window Internet

Database

**PERSONAL INFORMATION:**

|  |  |  |
| --- | --- | --- |
|  | Date of Birth**:** | 18/ 01/ 1991 |
|  | Gender**:** | Male |
|  | Religion**:** | Islam |
|  | Marital Status**:** | Single |
|  | Nationality**:** | Pakistani |
|  | Visa Status**:** | Employment Visa |

**Languages:**

English, Urdu, Pashtu

**Area Of Inerest:**

H.R & Admin Desktop Helper Receptionist

P.R.O