

GHULAM

Administrative Assistant

Ghulam.278336@2freemail.com

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| Career Summary  | A resourceful, flexible, competent, motivated and enthusiastic Administrative Assistant with experience of working as part of a team in a busy office environment. Well organized and proactive in providing timely, efficient and accurate administrative support to office managers and work colleagues. Approachable, well presented and able to establish good working relationships with a range of different people. Possessing a proven ability to generate innovative ideas and solutions to problems.  |
| Skills | Office managementAdministrative supportStrong organizational, administrative and analytical skillsAbility to work closely with other company departmentsCan handle multiple administrative tasks simultaneouslyProficiency in MS OfficeKnowledge of office work methods and proceduresMake quick and accurate decisionsEasy going by natureAttention to detailCan work without supervisionAbility to cope and work under pressureAble to work as part of a teamHaving a patient outlookAbility to multitask and manage conflicting demandsAbility to work on Outlook, Oracle, ERP System |
| Objective | Aspire to achieve a senior position in a corporate set up where my experience would be of value and continued professional growth will be encouraged. Work in a professionally managed organization providing congenial working environment with a challenging job profile and ample scope for initiative drive. |
| Work Experience | **Administrative Assistant– Arabtec Construction L.L.C – Dubai** **(18th November 2013 To Present)**Supervising the work of office juniors and assigning work for themHandling incoming / outgoing calls, correspondence and documentationMonitoring inventory, office stock and ordering supplies as necessaryUpdating & maintain the holiday, absence and training records of staffSetting up and coordinating meetingsUpdating, processing and filing of all HR documents.Supervision of Data entryUpdating record of sub-contractorReceiving and sending mailsEnsuring office procedures and systems operate efficientlyHandling requests for information and dataCirculating documents via post and email**TIME KEEPER – Trojan General Contracting L.L.C – Abu Dhabi** **(9th October 2011 To 20th October 2013)** Maintaining daily attendance sheet of staff and workersUpdating man power resources (Daily basis)Preparing man hour report ( Monthly Basis )Preparing and updating time sheets ( Daily Basis ) Handling and submitting petty cash billsUpdating leave and sick leave recordData entry**OFFICE ASSISTANT – Invest Capital Investment Bank Limited – Pakistan**  **(3rd march 2006 to 7th October 2011)**Worked in a credit departmentMonthly petty cash handlingReconciliation of accountsMaintained of monthly reportsRecovery from the client and follow up customer complaints |

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| Projects | Sheikh Zayed Mosque and Quran Memorization Centre – Abu Dhabi (Construction of Mosque & Quran Memorization Center – October 2011 to October 2013 by Trojan) Dubai Silicon Oasis – Dubai (Construction of 160 Villas – Nov 2013 to December 2014 by Arabtec)Baniyas Residential Development – Baniyas West Abu Dhabi (Construction of 411 Villas – January 2015 to May 2015 by Arabtec)Mira Community – Emaar Properties - Dubai (Construction of 1582 & 316 Villas – June 2015 to Present by Arabtec)  |
| Personal Information | Date of Birth : 20th August 1982 Sex : MaleMarital status : SingleNationality : PakistaniReligion : Islam |
| Education | HSSE – PAKISATNFaculty of Arts – 2005 SSC – PAKISTAN Faculty of Arts – 1999 |