

GHULAM

Administrative Assistant

[Ghulam.278336@2freemail.com](mailto: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 management  Administrative support  Strong organizational, administrative and analytical skills  Ability to work closely with other company departments  Can handle multiple administrative tasks simultaneously  Proficiency in MS Office  Knowledge of office work methods and procedures  Make quick and accurate decisions  Easy going by nature  Attention to detail  Can work without supervision  Ability to cope and work under pressure  Able to work as part of a team  Having a patient outlook  Ability to multitask and manage conflicting demands  Ability 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 them  Handling incoming / outgoing calls, correspondence and documentation  Monitoring inventory, office stock and ordering supplies as necessary  Updating & maintain the holiday, absence and training records of staff  Setting up and coordinating meetings  Updating, processing and filing of all HR documents.  Supervision of Data entry  Updating record of sub-contractor  Receiving and sending mails  Ensuring office procedures and systems operate efficiently  Handling requests for information and data  Circulating 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 workers  Updating man power resources (Daily basis)  Preparing man hour report ( Monthly Basis )  Preparing and updating time sheets ( Daily Basis )  Handling and submitting petty cash bills  Updating leave and sick leave record  Data entry **OFFICE ASSISTANT – Invest Capital Investment Bank Limited – Pakistan**  **(3rd march 2006 to 7th October 2011)** Worked in a credit department  Monthly petty cash handling  Reconciliation of accounts  Maintained of monthly reports  Recovery 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) |
| PersonalInformation | Date of Birth : 20th August 1982  Sex : Male  Marital status : Single  Nationality : Pakistani  Religion : Islam |
| Education | HSSE – PAKISATN  Faculty of Arts – 2005  SSC – PAKISTAN  Faculty of Arts – 1999 |