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|  | **Ahamed** |  | |
| **OBJECTIVE**  **To pursue a challenging job where I can utilize and share my experience and skills which will help me to achieve both organizational and personal goals and to seek a challenging career with my profile where I can contribute and diversify my knowledge, and grow along with the organization.**  **LOOKING FOR A JOB IN**  **OFFICE ASSISTANT / ADMIN ASSISTANT / DOCUMENTATION / LOGISTICS / SUPPLY CHAIN / PROCUREMENT / INVENTORY & MATERIAL CONTROLLER / WAREHOUSING/ SALES**  **SUMMARY**   * **CERTIFIED LOGISTICS &SUPPLY CHAIN MANAGEMENT** * **BACHELOR OF EDUCATION (TEACHING COURSE from Mahatma Gandhi University )** * **BACHELOR OF ARTS (Calicut university ,India )** * **Four Years Work Experience in OFFICE ASSISTANT, ADMINISTRATION ASSISTANT AND DOCUMENTATION.** * **1Year Work Experience in TEACHING IN SCHOOL & ADMINISTRATION.** * **2 Years Work Experience in CUSTOMER SERVICE** * **Well versed with MS Office and Internet.** * **Extremely productive in a high volume and high stress environment.** * **Excellent written and verbal communication skills** * **Highly motivated and can work with minimal supervision.** * **UAE driving license**   **EXPERIENCES**  **PACIFIC CONTROL SYSTEMS LLC (Jafza -Techno park )Dubai, U.A.E. OFFICE ASSISTANT, ADMINISTRATION ASSISTANT AND DOCUMENTATION (4 Years)**  **January *2012 to present.***   * **Works with 24x7 DUBAI CIVIL DEFENCE project of the company** * **Coordination of site staff and make schedule for project related site visits and completion of jobs** * **Handle the specific field of Operations Manager software for the company** * **Arrange meetings for the client with site team for the project related visits** * **Work towards ensuring clients satisfaction on the overall project by meeting**   **Service levels , responding to queries and solving problems in timely manner**   * **Providing general administrative support to colleagues and the office manager.** * **Mentor newly hired staffs about the procedures** * **Generate daily, weekly and monthly reports for management and clients** * **Responsible for developing, implementing and monitoring efficient office activities in addition to managing all correspondence.** * **General administration tasks.** * **Coordinating travel and accommodation arrangements as well as managing meeting schedules and refreshments.** * **Undertaking office management activities with responsibility for stationery equipment and company mobile phones as well as organizing and rental vehicles.** * **Ensuring the office is tidy and organized at all times.** * **Taking messages and dealing with enquiries / Concerns at all levels.** * **Ensuring data is backed up at the end of every working day.** * **Liaising with suppliers to order stationary and other office equipment.** * **Provide effective administrative support to the data Manager.** * **Meeting and greeting clients and visitors to the office.** * **Typing documents and distributing memos.** * **Supervising the work of office juniors and assigning work for them .** * **Faxing, Printing, Photocopying, Filing and Scanning.** * **Involvement in social media implementation.** * **Updating, Processing and Filing all documents.** * **Keeping accurate records of holiday and absence in addition to establishing data tracking systems and developing efficient office procedures.** * **Coordinate and maintain weekly attendance and annual vacation records maintain perfect file records ensuring important documents can be accessed quickly .**   **AL AMEEN PUBLIC SCHOOL, ( Malappuram ,India )**  **Teacher From 2011 to 2012 (1Year)**     * **Maintains lesson plans as required by school policy** * **Assumes responsibility for supervising students in out of class settings** * **Participates in professional development opportunities and applies the concepts to classroom and school activities** * **Assigns reasonable tasks and home work to students** * **Maintains accurate, complete, and appropriate records and files reports promptly** * **Facilitates home-school communication by such means as holding conferences, telephoning and sending written** * **Maintains confidentiality of students and students records** * **Enforces regulations concerning student conduct and discipline** * **conducts assigned classes at the times scheduled**   **EXCELLENT COMPUTERS**  **Customer service Advisor (2Years) July 2008 to July 2010**    **ADDITIONAL TRAININGS**  **CERTIFIED LOGISTICS & SUPPLY CHAIN MANAGEMENT from Ministry of Education Dubai.**  **June-July 2013**  **Logistics & Supply Chain , Process of Import and Export, Freight forwarding Operations, Ware housing, Inventory, Transportation**    **EDUCATIONAL BACKGROUND**  **B.A(Graduation – Bachelor of Arts )**  **Calicut University, India. 2006 - 2009**  **Bachelor of Education from M.G university Kottayam 2010 - 2011**  **PERSONAL DETAILS**  **Date of Birth : July 24, 1988.**  **Age : 27 years old**  **Religion : Muslim**  **Nationality : Indian**  **Languages : English, Malayalam** | | | **Skills**  **MS Office:**  **(MS Word, Excel, Internet)**  **Skills**  **UAE DRIVING LICENSE**      **Achievements :**  **Achieved Spotted Award (Best Employe) Excellence Working Performance From Excellent computers**  **(On July 2008 and May 2010).** |
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