**AZARUDDEN**

**E-mail:** **azarudden.307065@2freemail.com**

**Resides In**: **Dubai, UAE**

**Personal Details**

Date of Birth : 9th June, 1986

Nationality : Indian

Marital Status : Married

Driving license : UAE

Visa Status : Employment Visa

**CAREER OBJECTIVES**

Seeking for a growth in my career, where every day is filled with demanding & unpredictable situations, in which I can tie two ends for the best possible result, with an eye for small details along with excellent communication skills, & room to improvise my leadership abilities, to record top success in all assignments & continue further to enhance my expertise.

**Work Experience**

**Company: Zaabeel Palace Hospitality.**

**Designation: Administration coordinator/Distribution supervisor Starts: 1st of April 2013**

**Work Responsibilities:**

* Arrange flight tickets for the managers.
* Arrange hotel bookings in UAE for distributors & visitors, and abroad for managers.
* Arrange visas for visitors.
* Arrange rent a car for Managers and visitors.
* Plan and organize in-house and external events such as Annual Party, Kids Party, Manager’s meeting, Strategy meeting, AMO meeting (once a year). Sales & Marketing events: conferences, outings, group trips, team building.
* Preparing minutes of meeting
* Responsible for the maintenance of the office equipment and furniture.
* Screening phone calls, enquirers and requests, and handling them when appropriate.
* Meeting and greeting visitors at all levels of seniority.
* Dealing with incoming email, faxes and post, often corresponding on behalf of the manager.
* Producing documents, briefing papers, reports and presentations.
* Organizing and attending meetings and ensuring the manager is well prepared for meetings; liaising with clients, suppliers and other staff
* Invoicing: Verify & record invoices and outgoing payments. Deals with vendor inquiries and payment requests.
* Preparing Duty roaster for the staffs.
* Preparing Weekly Minutes of Meetings.
* Updating the Admin and Distributions files every week.
* Create purchase orders and follow up for receipt and payment: Office requisitions & supplies, Invoices for manager’s allowances, Legal & Finance services.
* Handles petty cash: reimburse the expense claims of Managers & staff, maintain replenishing 3,500AED from the Finance Department by presenting the replenishment request form with all the cash withdrawals in details and the back-up needed for each.
* Distribute gift to VIP families and Officers.
* Prepare and Schedule for the Distributions list every day.
* Coordinating Distributions Deliveries.
* Coordinating all the office related works
* Order the gift as per the GM selection.
* Prepare the distribution list and Items.

**Company: Medcare Hospital Dubai. JCIA Accreditation**

**Designation: Office Administrate/Service Coordinator:**

**Handling: Office Administrate/Customer Service coordinator/Engineering and facilities management coordinator/Admin/Documents Control/Office Accounts**

**Work responsibilities:**

**• Carry out customer services management
• Provide the information on products and services to the department via Email or Phone call
• Investigate Department problems and make speedy solutions
• Reply to email queries and manage other correspondence
• Perform basic office and administrative roles**

**• Greeted vendors or Department Staff and made them feel relaxed when they visit the**

 **Office
• Entered checks and mail into needed logs
• Coordinated telephone and copier system issues
• Ordering Office Supplies
• Complain receives via email and Distributed mail to employees in office to resolve.**

* **Coordinating and managing various administrative services for companies.**
* **Provided smooth outpatient flow in such areas as financial screening, appointment and procedure scheduling; resulting in optimal patient satisfactory.**
* **Provided administrative support and coverage to various specialty departments**
* **Maintained Vendors database**
* **Receive and distribute incoming mail or materials to appropriate offices and staff**
* **Investigating and correcting errors, following company and supplier records**
* **Maintains proper inventory of assigned materials, equipment.**
* **Maintain and track supervisor and other staff members calendars for appointments and meetings**
* **Coordinating facilities management works**
* **Coordinating the maintenance work and repair of equipment**
* **Preparing Schedule for maintenance PPM**
* **Coordinating with suppliers regarding maintenance work**
* **Process Invoices, Vouchers and Purchase Orders.**
* **Tracking Invoices, Special Orders, Requisitions, Purchase Orders and cost control in SAP.**
* **Create Special Orders and PO requests on behalf of Managers**
* **Department training on Records Management and various other office programs.**
* **Cross checking invoices in SAP and verify that all invoices are within the original budget and allocated to the appropriate Cost Center.**
* **Handling petty cash**
* **Preparing KPI (Key performance Indicator)**

**Skill and Specification**

* Calmness under pressure and maintain records in timely and accurate mode.
* Good decision-making, communication.
* Ability to encourage and motivate people with responsible attitude.
* Interest in helping and working with customers.
* Should have sound practical judgment of priorities.
* Familiar with Microsoft office suite.
* Strong verbal and Email communication
* Ability to multi-task

**Summery of Qualification**

* Nearly 4 years of providing excellent client services
* Greatly experienced in complaint handling and resolution techniques
* Hands on experience on teambuilding and training
* Proficient in servicing clients in person and on phone
* In-depth knowledge of administration and oral and written communication
* Highly skilled in order filling and cost reduction strategies

**Professional Experience**

**Company :** Commercial Sales Tax Office**,**

**Designation :** Accounts Assistant

**Duration :** Jan 2007 to 2010.

**WORK PROFILE:**

* Assisting the finance manager in all accounting matters.
* Preparation of the bank account, cash account, bank reconciliation statement and day to day interaction with the bank.
* Handling petty cash and maintaining the records accordingly.
* Handling and maintaining the filing system in Accounts dept.
* Handling customer’s statement, tracking and follow up.
* Preparation of sales tax, semi-tax returns and such other formalities relating to the taxation.
* Preparation of accounts of sole traders, partnership firm.
* Recording all financial data through the computerized accounting packages (Tally).

**Educational Qualification**

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| --- | --- | --- |
| **Course** | **University** | **Year** |
| Master of Business Administration | Maharashtra University | 2013 |
| Bachelor of Commerce | Mangalore University | 2005 – 2008 |
| PUC Commerce | Karnataka Board | 2003 – 2004 |
| S.S.L.C | Karnataka Board | 2002 – 2003 |

**Computer Skills**

Proficient with computer software – MS Word, Excel, Outlook, PowerPoint, Access, browse internet and e-mail, Mediware software, Tally7.2, Peachtree etc