***ARIF*** 

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International city, Dubai, U.A.E

**OBJECTIVE:**

Look forward for a better position in well-established organization, where I can utilize my skills and abilities and receive a good exposure to the professional field willing to enhance the profits of the organization and prove as a complete asset to the institution. Where I can use my skills and knowledge to produce utmost level of service.

**PROFESSIONAL SKILLS:**

 Possesses excellent and efficient written and verbal communicational abilities

 Five years of experience in the field of office management

Sufficient experience to undertake activities for official sub mission collection of application approval and timely processing of various legal documents.

Sufficient experience of providing a customer services in a busy organization

Some experience of working with contractors and suppliers and monitoring of service standards

 Understanding of compliance requirements and working with service level agreement

 Proven experience of delivering excellent customer care and service in a large organization

 The ability to deal tactfully, calmly and effectively with a wide range of people

 From within and outside the organization

 Ability to work effectively as part of a team

**PROFESSIONAL WORK EXPERIENCE: 2011 to 22Oct 2016**

Company: **RANI INTERNATIONAL DEVELOPMENT LLC**

Designation: **OFFICE ADMINISTRATOR**

Tenure: **MAY 2011 to 22 OCT 2016**

**Responsibilities:**

Responsible for all administration process within the office as well as providing general secretarial support to enable smooth and effective running of office.

Maintaining suitable and sufficient office stationary.

Preparing letters, Quotation and reports as required.

Monitoring unpaid invoices against cash analysis.

Processing supplier’s invoices and cheques request as required

 Provide a first line contact for the Facilities Department for all internal and external customers/contractor

 Manage the issuing and cancellation of security passes to staff and contractors

 Manage key and lock changes to offices, including ordering of supplies

 Operate and manage energy and waste management processes and contract

 Respond effectively to all telephone queries and complaints using effective listening questioning

 And problem solving skills

 Operate and maintain an effective filing system for the department.

 Record and monitor all costs & expenses for all facilities budget administration cleaning security

 Engineering and Building Reviewing existing FM arrangement, and where necessary making recommendations for change.

 Assisting in all aspect of client and tenant satisfaction

 Rent out all spaces available as commercial & residential in building

 Issuing Ejari contract for all tenants and keeps complete record of tenants.

 To deal with all concerning maintenance matter, assist the maintenance teams to execute the job in proper manner

Manage to do all works in Dubai Land Department, Dubai Municipality, Banks, Post office.

**Company: District Finance Office (Pakistan)**

Designation: Office Administrator

Tenure: Jan 2011 to May 2011

**Responsibilities:**

 Preparing document to put out tender for contractors

Assisting in all aspect of clients & contractors.

Keep senior management inform for all changes in my area of responsibility such as:

Reception

Security

Cleaning

Maintenance

**Company: Mobilink Telecom (Pakistan)**

Designation: Office Administrator

Tenure: July 2010 to Sep 2010

**Responsibilities:**

Organizing and planning essential central services such as:

 Security, cleaning, maintenance catering disposal & recycling

**EDUCTIONAL QUALIFICATION:**

Hazara University (Pakistan) Bachelor Business Administration (BBA Hons) (2010)

Intermediate (FSC) BISE ABBOTTABAD (2006)

MATRIC (SSC) BISE ABBOTTABAD (2004)

**Certification**:

Basic First Aid, CPR & AED for community & workplace from **American Safety & Health Institute (Dubai)**

**Computer Skills:**

 Excellent command in MS office, Excel, Word, PowerPoint & outlook.

**Personal information:**

Nationality: Pakistani

Date of birth: 01/09/1988

Marital Status: Single

Driving License: YES

Visa Status : Visit visa