

**ASHRAF**

**Admin Assistant/PRO Assistant/Receptionist**

DUBAI, United Arab Emirates

Mobile: C/o 0505891826 Email: ashraf.309831@2freemail.com

**Career Objective:**

Intend to build a career with leading corporate of high-tech environment with committed and dedicated people which will help me to explore myself and fully my potential.

**Work Experience:**

* **Jeddah Tours and Travels, Riyadh, KSA**

**Office In charge Period: 2014 to 2016**

**Duties and Responsibilities:**

* Attention to detail and problem solving skills.
* Strong organizational and planning skills.
* Carrying administrative duties such as filing, typing, copying, binding, scanning etc.
* Organizing travel arrangements for senior managers.
* Making agreements for India, Pakistan, Bangladesh and Nepal etc.
* Typing,Translation (little bit), Online emigration works.
* Online Visa processing, On line visa applications, Residence renewal.
* Maintaining computer and manual filing systems.
* Provide information to internal colleagues or external enquirers.
* Handling sensitive information in a confidential manner.

Relying to email, telephone or face to face enquiries.

* Develop and update administrative systems to make them more efficient.

Answering telephone calls and passing them on.

* Oversee and supervise the work of junior staff.
* **Grand Mayral Hotel, Alkhobar, KSA**

**Front Office Receptionist Period: 2011 to 2013**

 **Duties and Responsibilities:**

* Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)
* Greet and welcome guests
* Answer questions and address complaints
* Answer all incoming calls and redirect them or keep messages
* Receive letters, packages etc. and distribute them
* Prepare outgoing mail by drafting correspondence, securing parcels etc.
* Check, sort and forward emails
* Monitor office expenses and costs
* Take up other duties as assigned (travel arrangements, schedules etc.)
* **Sonmar Investment company, Salala, Oman**

 **Admin Assistant Period: 2009 to 2010**

 **Duties and Responsibilities:**

* Knowledge of office management systems and procedures.
* Excellent time management skills and ability to multi-Task and priorities work.
* Attention to detail and problem solving skills.
* Excellent written and verbal communication skills.
* Strong organizational and planning skills.
* **The Oman Construction Company,Muscat,Oman**

**Office Assistant Period:2007 to 2009**

**Duties and Responsibilities:**

* Handling day to day works related to the office such as filing, faxing, mailing,etc,,
* Compile reports on various aspects of changes in production or inventory
* Keep records of items shipped, received, or transferred to another location
* Find, sort, or move goods between different parts of the business

**Additional Skill Set:**

* Typing Skills both in Arabic and English
* Ability to speak, Read and Write both in Arabic & English

**Educational Qualifications:**

* B.Com Degree from University of Calicut, Period 1997-2000
* Diploma in Computer Application

**TechnicalSkills:**

* MS-Word, MS-Excel, MS-PowerPoint
* Operating Systems: Windows, MS-DOS
* Internet, Email…

**Personal Details:**

Name : ASHRAF

Date of Birth : 20/12/1977

Sex : Male

Status : Married

Religion : Islam

Nationality : India

Languages Known : **English, Arabic, Hindi**, **and Malayalam**

 I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**Ashraf**