**ZUBAIR**

**ZUBAIR.332837@2freemail.com**



**ADMINISTRATIVE ASSISTANT**

**Address:** Dubai, UAE

**Professional Profile**

A Individual having deep knowledge of Data Entry with good experience seeking for a job as Data Entry Clerk in a company that will allow me to utilize my previous knowledge.

**Work Experience**

**Administrative Assistant & Data Entry Operator**

**Special Skills**

Proper Knowledge of Data Entry and Office Administration.

Proficient in developing office procedures and forms to improve proficiency.

Operating Internet, Updating all records and documents (Hard copy as well as Soft copy).

Perform administrative and office support activities for multiple supervisors

Organizing and scheduling appointments

Write and distribute email, correspondence memos, letters, faxes and forms Maintaining Daybook, Ledger and other Reports Creating Vouchers and Generating Invoices

Recording and maintain Daily Transactions using Tally and QuickBooks Generating monthly client, customer and supplier reports

Update and maintain office policies and procedures Order office supplies and research new deals and suppliers

**Technical Skills**

Microsoft Office, Tally 9, QuickBooks

**Academic Qualifications**

B.A from Govt Degree College Pattan , Jammu & Kashmir.

Intermediate from JKBOSE with First division.

High School from JKBOSE with Second division.

**Technical Qualifications**

One Year Diploma in computer Applications from ITI Tangdar, Jammu & Kashmir.

**Declaration**

I am keen to continue my career and prepared to work hard in order to achieve my organization objectives and I hereby declare that the information furnished above is true to the best of my knowledge.

**Place:** Dubai

**Date:** 19/12/2016