

**RESUME**

**YUSUF**

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**JOB RESPONSIBILITIES:**

**WatchesCorner L.L.C.**(Dubai Mall) – Admin Executive 29th July 2016 – Till Date

Job Profile:

* Manage office staff’s complain regarding their equipment’s malfunction (e.g. printer, laptop or computer) by checking the problem and coordinating with IT Company.
* Client Billing – Monthly storage and handling charges.
* Monitor & provide the stationeries and amenities for all the warehouses without any deficit.
* Logistics staff attendance (holidays, sickness, absenteeism, etc.) tracking and reporting.
* Handles petty cash - from disbursement up to reconciliation, disbursement request and cheque issuance.
* Do Bank and Account reconciliation for petty cash, rebills, bank statement, credit card, prepayment schedules, accruals, receivables and payables.
* Obtaining Staff’s residence visa - new, renewal, cancellation;Company Trade &License renewal

**Sneh Toys**– Office Coordinator 1st Dec' 2014 – 10th July’2016

Job Profile:

* Perform clerical as well as administrative functions like preparation of correspondence, filing, sorting mail, data entry, faxing copying
* Prepare reports, databases presentations utilizing appropriate software
* Perform secretarial tasks like coordinating overseeing clerical functions; scheduling office visits; providing customers with information
* Serve as a liaison between manager visitors
* Direct telephone calls as appropriate
* Take appropriate actions
* Respond to customer inquiries
* Support front office including registration, chart preparation billing functions
* Assist with ordering tracking of operational items
* Perform other duties as assigned or require

**GLOBAL OPPORTUNITIES** – Admin 21stDec’2011 – 30th Nov’2014

**Global Opportunities, a leading educational consultant with PAN India offices across Delhi, Mumbai, Hyderabad, Visakhapatnam, Bangalore, Chennai, Ahmadabad, Chandigarh, Amritsar, Jalandhar, Batalaetc. provides you with the right choices to set you on a rewarding future by obtaining world-class qualifications.**

Job Profile:

* Provide executive–level administrative support to the Regional Manager and send direct reports with a demonstrated ability to improvise, improve procedures and meet demanding deadlines.
* Coordinate with various staff for operational support activities of the unit; serve as a liaison between departments and operating units in the resolution of day-to-day administrative and operational problems.
* Provide administrative/secretarial support for various departments/divisions such as answering telephones, assisting visitors and resolving a range of administrative problems and inquiries.
* Schedule and coordinate meetings, interviews, appointments, events and other similar activities for supervisors, which also includes travel and lodging arrangements.
* Maintained office scheduling and event calendars.
* Managed office equipment and office space.
* Established the administrative work procedures for tracking staff’s daily tasks.
* Process monthly expense reports reflecting supporting documents.
* Coordinate and maintain weekly attendance and annual vacation reports of present staff.
* Conducts recruitments showing good faith efforts to broaden diversity
* Ensures understanding of collective bargaining agreements’ specific provisions with respect to filling of bargaining unit positions

**SCHOOLING:**

H.S.C Maharashtra State Board MARCH 2010 SECOND CLASS

S.S.C Maharashtra State Board MARCH 2008 FIRST CLASS

**ADDITIONAL SKILLS:**

Adapting the Organization work pattern in a positive manner

Communication skills:

• Excellent verbal and written communication skills.

• Fluent in English & Hindi.

Computing skills:

•Working knowledge of Microsoft Office