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| UAE – Dubai – Arabian ranches  |
| • E-mail : abdul.374314@2freemail.com  |

Abdul

Office Manager and Administrator – PCH Group

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| OBJECTIVE |
|  Seeking a position as an office manager in Leading company in UAE. Coming from 7 years experience as an office manager and admininstator with a finance background . |
| Personal Information |
|  | Marital status: SingleDate Of Birth :1987Visa Status : Valid UAE Employment VisaDriving License: Valid UAE Driving License |
| Education |
|  | [ 2011 ] B.A Economics faculty[ Finance and Banking Department ]Aleppo University  |
| Languages |
|  | Arabic as a mother tongue Fluent in English both spoken & writtenIntermediate in French both spoken & written |
| Work experience |
|  | [ 2014 - now ] Persian Carpet House Dubai-uae*Office mamnger and Administrator* Responsibilities :

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| * Supervise administrative staff and divide responsibilities to ensure performance
* Support budgeting and bookkeeping procedures
* Working with spreadsheets, sales and purchase ledgers and journals
* Coordinate office activities and operations to secure efficiency and compliance to company policies
* Managing petty cash transactions.
* Support the IT team and the Accounting system team
* Keep the management updated with all the UAE new laws and regulations
* Ensure that the outgoing and incoming mail is allocated to the right department within the organization and Organise and assist fellow employees with meetings, conferences and direct telephone calls when required
* Assigning certain employees to undertake operational requirements, whilst following up on their progress
* Reconciling finance accounts and direct debits.
* Liaising with utilities providers in UAE ( Dewa Etisalat … ets) to make sure all the bills are payed on time .
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 [ 2013 - now ] Ahjar Trading L.L.C Dubai-uaeadministrative consultant Responsibilities : * Liaising with the concern authorites about the office procedures
* Controlling credit and chasing debt.
* Liaising between staff and customers and ensuring smooth functioning of the office
* Calculating and checking to make sure payments, amounts and records are correct
* Scheduling appointments for executives, and performing data entry and filing
* Supporting staff in drafting emails and solving customers' complaint
* Ensuring office equipment are working properly and maintenance is done periodically

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| Key Skills and competencies |
|  | * In depth knowledge of Microsoft Office and internet telephony operation.
* In depth knowledge of UAE Lows and conrtacts rules especially establishing new companies and visas .
* Ability to learn new software applications.
* Professional verbal/written communication skills
* Accuracy – attention to detail.
* Excellent organizational skills.
* Professional in using ALAMIN accounting System
* Professional in using AFAK accounting System
* Professional in using the OMEGA accounting system
* Professional in using the ALIDARI accounting system
* Willingness to work in a flexible schedule and high workload.
* Confidentiality.
* Ability to carry out problem assessment and solving.
* Planning and organizing skills.
* Time management skills.
* Customer-service orientation.
* Initiative.
* Reliability
* Stress tolerance
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| Attended Training Courses |
|  | [ 2013 ] Customer Service and Communication Skills RTA Dubai[ 2012 ] ICDL ( International Computer Driving License ) UNESCO [ 2010 ] Preparing for TOFEL test High Language Institute [ 2009 ] 5th Level in French High Language Institute[ 2007 ] ALAMIN accounting System ALAMIN Institute |
| references |

Available on request ( both in Syria and Uae )