**Dear Recruiter**

I am submitting the attached resume for your observation with regards to possible career opportunities within your organization in the areas of Administration or Public relation Officer. I would like to highlight the following relevant skills, Education & Experience, with a view to pursue the applied position.

I believe I am suitable for the vacancy in view of my work experience, knowledge coupled with my professional qualification, and long term aspirations within administration

I have been working in an administrative role, where my duties included document management, general clerical tasks, RTA related and PR works.

In short I believe I will bring efficiency, reliability and accuracy to your office procedures. Please refer to the accompanying CV to provide you with further details of my academic qualifications and skill sets.

I appreciate very much the time you have taken to read my application and I look forward to hearing from you or meeting you.

Thank you for your time & consideration.

**Respectfully**

Afak

Enclosure: Resume

****  AFAK

Administrative Assistant

Abu-Dhabi

***E-mail – afak.374845@2freemail.com***

**OBJECTIVE**:

Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and expertise, where I can grow with the organization and prove to be an asset for its effective functioning, be a team player for the achievement of organizational goals and its success.

**PERSONAL SKILLS:**

* Presentable, confident and enthusiastic professional
* Highly motivated confident and with constructive approach to problem solving and quick learner new concept and skills.
* Trustworthy, hardworking, efficient and highly organized individual with excellent interpersonal and communication skills.
* Excellent customer service and public relation skills.
* Hardworking individual, skilled in problem solving, responsible, efficient with an excellent work ethics.
* Strong organizational, administrative and analytical skills.
* Familiar with MS-Office and Internet.

**EDUCATIONAL ATTAINMENT:**

Kuvempu University Shimoga (Karnataka): Bachelor of Commerce

Govt. Pre University College Navunda (Karnataka):PUC (Commerce)

Govt. High School Kirimanjeshwara (Karnataka): S.S.L.C (10th)

**COMPUTER RELATED SKILLS:**

* Diploma in Office Automation

 (Fundamentals, Dos, Windows, MS-World, MS-excel)

* Accounting Packages: Tally 6.3 & Inspire Transoft

**AREA OF IMMENSE INTEREST:**

* Administration, Public Relation Officer, Customer Service
* Suitable position related to my Profile.

**LANGUAGES KNOWN:**

English, Urdu, Hindi, Kannada, and Indian local languages (Arabic Reading & writing only)

**PROFILE IN BRIEF:**

I was working for PAK LAND GENERAL LAND TRANSPORT, LLC. Dubai.

* Working as part of a team and supporting the Managing Director.
* Responsible for the day-to-day tasks and administrative duties of the office
* Responsible for RTA & PR Related Works.
* Positive thinking, high perseverance & hard working.

**EMPLOYMENT RECORD:**

**Position: ADMINISTRATION ASSISTANT / PRO**

Company: PAK LAND GENERAL LAND TRANSPORT. (LLC) DUBAI

Company profile: Heavy Equipments Rental & Trading

Work Tenure: November 2006 to April 2017

**DUTIES AND RESPONSIBILITIES:**

* Preparation of Invoices, purchase orders and Quotations.
* Creating and modifying documents using Microsoft Office.
* Typing documents & Preparing WPS
* Updating, processing and filing of all documents.
* Responsible for Vehicle Registration, Vehicle Passing & preparing Vehicle Export Certificates.
* Responsible for preparing online visa application, renewal and cancellation
* Responsible for submitting documentation to the Ministry Of Labor.
* Preparing documents for medical tests.
* Submitting & collecting all necessary documentation in order to organize all Employee official paperwork.
* Responsible for accompanying the employee as they exit the country.
* Responsible for monitoring the renewal of Visa, Insurance, emirates ID, Labor Cards, passports & Vehicle Registrations
* Monitoring inventory, office stock and ordering supplies as necessary.
* Submitting invoices to the corresponding construction sites on time, as per the contract
* Cash recovery and collection responsibilities.

**Position: Audit Assistant**

Company: VASUDEVA SHANUBAGH & CO, KUNDAPUR (Karnataka) India

Company profile: Auditing Firm

Work Tenure: December 2004 to June 2006

**DUTIES AND RESPONSIBILITIES:**

* Verify the supporting documents of bills, receipts and reconciliation statements
* Find out any discrepancies within the documents and statements and post relevant entries to make corrections
* Check revenue and expenses accounts to judge the amount of total debts and credibility of the organization

**INTERESTS / HOBBIES:**

Reading Magazines & Books, Watching & Playing Cricket, Badminton, Carom Board, Internet Browsing, Chatting and Traveling etc

**DRIVING LICENCE DETAIL:**

* License Status : Light Motor Vehicle (Automatic)
* License No :
* Date of Issue : 18/07/2009
* Date of Expiry : 18/07/2019
* Place of Issue : Dubai

**PERSONAL INFORMATION**

NATIONALITY : Indian

DATE OF BIRTH : 23rd July 1983

GENDER : Male

MARITAL STATUS : Married

RELIGION : Islam

PASSPORT :

Place of Issue : Dubai

Date of Issue : 21st may 2013

Date of Expiry : 20th may 2023

VISA STATUS : Visit Visa Valid till 20th Jan 2018

**REFERENCES : Available on request.**

I am looking for suitable positions related to my profile

Afak