**Tabassum**

**Email Address**: tabassum.381586@2freemail.com

**Dubai – U.A.E**

**Career Objective**

To seek a responsible position, in a growth-oriented company, where my experience, accomplishments, and proficiency will allow me the opportunity for personal and professional growth.

**Strengths and Professional Summary**

* Good analytical and Interpersonal Skills.
* Good telephone manner.
* Hardworking and capable of working well under pressure.
* Strong passion for customer service – always ready to go the “extra mile”.
* Excellent team player and easily adapt to changing work environment.

**Work Experience**

**Magna Info Tech** (**from**: **Jan2013 - June2014**)

**Admin Assistant/ Document Controller**

**Responsibilities**

* Receives and register client provided document for detail
* Maintains specifically assigned documents
* Ensures proper document classification, sorting and filing
* Review completeness of documents and prepare document transmittals
* Performs document quality check in accordance to company
* The documents will keep in the filing room safely with specific subject
* Ensure invoices have gone through detailed verification.
* Prepare Payment to suppliers.
* Recording all payment and receipts

**Alirits- Spectrum IT (From: July 2014To May2017)**

**Admin Assistant cum Recruiter**

**Responsibilities**

* Write and distribute emails, correspondence memos, letters, faxes and forms.
* Maintain accommodation and transportation for company's staff.
* Making LPO's (local purchase order) and receiving the invoices for payment.
* Responsible of all staff's transportation on different locations.
* Coordinate with HR(Human Resources )schedule appointments.
* Assist in the preparation of regularly scheduled reports.
* Develop and maintain a filing system.
* Update and maintain office policies and procedures.
* Maintain contact lists.
* Provide general support to visitors

**Medze Healthcare LLC( from July 2017 - Janurary 2017)**

**Reception cum Junior Accountant**

**Responsibilities:**

* Write and distribute emails, correspondence memos, letters, faxes and forms.
* Maintaining petty cash transactions
* Recording all bank receipts and payments
* Welcoming guest
* Organize and schedule appointments.
* Assist in the preparation of regularly scheduled reports.
* Develop and maintain a filing system.
* Maintain contact lists.
* Provide general support to visitors.
* Making LPO's (local purchase order) and receiving the invoices for payment.

**Mars Era Contracting LLC (from March 2018-Current date)**

Accounts assistant, Admin assistant, Receptionist, Documentation controller

Responsibilities:

* Write and distribute emails, correspondence memos, letters, faxes and forms.
* Welcoming guest
* Answering the calls.
* Organize and schedule appointments.
* Assist in the preparation of regularly scheduled reports.
* Develop and maintain a filing system.
* Maintain contact lists.
* Provide general support to visitors.
* Making vouchers according to the transactions.
* Updating the vouchers in M.S Excel sheets as per required.
* Order office stationary .
* Research new deals and suppliers.
* Taking quotations from the suppliers.
* Making LPO's (local purchase order) and receiving the invoices for payment.
* Applying bills on online i.e in Zoho books accounts for VAT.

**Educational Qualifications**

Bachelor of commerce from St***.*** George Degree College in 2008

**Computer Skills**

* Microsoft Office
* DBMS
* Tally

**Personal Information**

|  |  |  |
| --- | --- | --- |
| Civil Status | : | Single |
| Gender | : | Female |
| Nationality | : | Indian |
| Visa status | : | visit Visa |