**Tabish**

**Email:** **tabish.389992@2freemail.com**

***OBJECTIVE***

* I am looking forward for a challenging and rewarding career which is financially satisfying and career promising, that will not only permit to demonstrate my abilities more fully but also will enable me to expand my knowledge and experience.



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**WORK EXEPERIENCE**

* **02nd February 2016** to **30th May 2018** with **Al Sbaek Al Zahabya Lil Moqawwalat WLL (Qatar), As an**

**Admin Assistant.**

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**ROLES AND RESPONSIBILTIES.**

* Emigration, Ministries Work & Municipality Works.
* Look after lease contract renewals, new contracts.
* Maintaining electronic and paper record.
* Follow up for properties outside of Doha.
* Responsible for daily work report.
* Maintaining the discipline in the office and work place.
* Maintaining the attendance register / records of the staff.
* Maintaining the leave register / records of staff.
* Preparing attendance statement for the monthly payment to the staff.
* Maintaining the daily status report of the staff and workers at the office.
* Daily / Weekly report to Director
* Arranging meetings and appointments.
* Hotel and flight bookings.
* Keeping personal records of Director.
* Arranging schedules.
* screening phone calls, enquiries and requests, and handling them when appropriate.
* dealing with incoming email, faxes and post, often corresponding on behalf of the manager.
* Arranging travel, and accommodation.



***LANGUAGE PROFICIENCY***

* English.
* Arabic.
* Marathi.
* Hindi.
* Urdu.



***EDUCATIONAL QUALIFICATION***

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| --- | --- | --- | --- |
| **QUALIFICATION** | **BOARD/UNIVERSITY** | **INSTITUTION** | **YEAR** |
| Bachelor of Science | Mumbai | D.G Tatkre College Mangaon-Raigad | April 2014 |
|  |  |  |  |



***COMPUTER SKILLS***

* MS-Office
* Certificate of Digital Literacy from Indian Government.



***KEY SKILLS***

* Conceptual knowledge at about the functions and Administration.
* Good team player.
* Leadership skill.
* Good interpersonal communication skills.
* Ability to hold the clients by solving their problems.



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| ***PERSONAL DETAIL*** |  |  |  |  |  |
| **D.O.B.** | **:** | 17/09/1992 |  |  |
| **Marital Status** | **:** | Single |
| **Religion** | **:** | Islam |
| **Nationality** | **:** | Indian |