Syed

[Syed.50992@2freemail.com](mailto:Syed.50992@2freemail.com) 

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# Career Objective

Seeking a suitable position in Office Administration, Accounts OR Customer Services, where I can utilize my experience and skills effectively & efficiently.

# Educational Qualifications:

* B.Sc in 1983 (University of Karachi)

## Computer Skills:

* Excellent Knowledge of Windows XP, MS Word, Excel, Outlook Exp., & PC Typing.
* Computer Programming Basic,Cobol,VB-6, Fox Pro, Email & Net Surfing

# PROFESSIONAL EXPERIENCE - 25 Years [ UAE Experience – 15 Years ]

*Sour Al Madina Textiles & Exchange Co, Dubai, Office Manager ( 2003 – To Mar’2015 )*

*Job Descriptions*:

* Responsible for general administrative support to Director / Managers and the staff team.
* Prepare Receipt & Payment vouchers, data feeding use accounting software **Eureka INTAC System for Hawala Activity.** Inward/Outward hawala remittance report submits to central bank UAE.
* Handle Import LC’s, Trust Receipts, Cheque Discounting, Inward/outward T/T remittance, daily reconciliation of all bank accounts. Negotiate with bank for home, automobile and business loan.
* Coordinate with the Int’l Supplier for import L/C’s, Quotation, B/L & shipping matter, follow up Import documents and collect form Bank, keep track of Vessel ETA to release cargo on time.
* Maintain office filing system, mail, scanning documents, fax, Emails and Website Surfing.
* Handling PRO jobs for staff visa, medical, timely renew company Trade licence & motor car insurance.
* Prepare all visa application and documents for travelling & hotels arrangements.
* Responsible to check & pay Utility bills and follow up outstanding payments.
* Handling Director’s property Buy/Sell matter, Any other works assigned by the management.

*Skyline College Sharjah, U.A.E. Administrative Officer, (2001 To 2002 )*

Affiliated with UK & USA University.

***Job Descriptions*:**

* Provide Secretarial & Administrative support to the Director of HRD.
* Handled filing systems such as letters, memos, faxes and c/v’s.
* Responsible staff attendance, timings and inform to Dean Secretary.
* Prepare NOC, Inter Office Memo and get approval from Dean of the College.
* Prepare Invigilation Duties program for Academic & non Academic college staff.
* Co-ordinate with P.R.O for Staff and Student visa formalities.
* Responsible to update Staff & Student personal data records & collect their passports after vocation. Keep all confidential document control in safe locked.
* Assist the Examination Dept. to collect Student Assignments/Project files. Typing Examination Papers and sorting examinations copies and handover to professor for given marks.

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*The Unicorn Group Karachi, Pakistan. Assistant to Chairman, (1997 To 2001 )*

*Unicorn Group of Company dealing in international Trading and Shipping based in Cayman Island, extensive deal in fertilizer, wheat, sugar and steel and having offices in Singapore, USA, Dubai and Karachi.*

*Northstar Shipping Pvt Ltd., (Unicorn) Karachi. Shipping Assistant, (1995 To 1997)*

*Job Descriptions:*

* Administrative and secretarial works, including correspondence.
* Handled Cash and personal Bank accounts of Directors.
* Handled company shares, trade buying and selling and monitors Karachi Stock Exchange Market up & down.
* Keep record of Employee details / Filing of the Records and follow up of outstanding payment.
* Responsible for shipping documentation, prepare Import Manifesto report.
* Prepare report for Vessel Berthing / Discharging and Loading.
* Keep track on finance, Budget and activities of group welfare project Al Rehman Trust (Medical & Education Center).

*Nobela Enterprises, (Unicorn Group), Dubai, UAE, Office Assistant,. (1990 To 1995 )*

*Job Descriptions:*

* Assist to Regional Managing Director day to day administrative functions and taking direct dictation on PC and prepared draft letters/Emails.
* Receive all incoming fax and important documents addressed to the Company.
* Prepare cheques for payment, control Petty cash. Daily reconciliation of all banks account and data feeding in accounting software Dollar & Sense.
* Organize for Director/Manager business travel, visas & hotels arrangements
* Responsible for proper filling of pertinent documents and materials.
* Other duties and responsibilities are assigned from time to time.

*Ace International (Pvt) Ltd., (Unicorn) Karachi. Computer Operator, (1988 To 1990 )*

*Job Descriptions*:

* Prepare monthly group commodity statistic report, Fertilizer tender tabulation and keep update staff personnel files & records.
* Prepared Tender Documents, Contract, Proposal, and Feasibility Report.
* Well versed experience in the Data Entry Operation & Computer Typing.
* Responsible for computer repairing, upgrading and troubleshooting.

# Personal Strength

* Ability to work under pressure with responsibility.
* Able to learn new techniques & procedures, to adapt to new environment.
* Proficient in using MS Office Applications and Excellent Typing Speed on Computer.
* Patient and hardworking and committed to the work engaged.

# Personal Information

Date of Birth : 01-01-1961

Martial Status : Married

Language Known : English, Hindi, Urdu and Farsi

**Driving License : Hold a valid U.A.E. & Pakistan Driving License**