**Asif - "Administrator"**



Dubai, UAE

**Mobile C/o 0504973598**

E-mail: [asif.378994@2freemail.com](mailto:asif.378994@2freemail.com)

Nationality: Indian, YOB: 1982, MS: Married

Valid UAE Light Vehicle Driving License

Salary Expectations: 7000/- AED. P.M

**CAREER OBJECTIVE**

Seeking professional management position with an established organization in the fields of **Office Administration, Executive Management and Public Relations Organization.**

Visa Status: Employment Visa–DEWA [Government of Dubai]

**BACKGROUNG SUMMARY**

A highly organized and detail-oriented Management Assistant with over 9 years experience in covering thorough and skillful administrative support to top management. Currently working in DEWA. Dedicated and focused; able to prioritize and complete multiple tasks to achieve project goals. An independent and self-motivated professional with excellent research and writing skills along passion to knowledge growth with positive relationships to clients and colleagues at all organizational level.

Computer skills include: MS Word, Excel, Power Point, Tally Accounting Software, SAP Application and Internet. Typing speed of 60 wpm with 100% typing accuracy both in English & Arabic. Communication/ co-ordination in English, Arabic, Hindi & Urdu languages. Possess UAE Light Vehicle Driving License.

**Languages**

* Hindi & Urdu – Native
* English – Fluent
* Arabic – Fluent

**Computer & IT**

* Microsoft Office™ (Word, Excel, PowerPoint)
* Windows™ (7, Vista, XP) / MS Outlook
* Accounting (Tally)
* Data Management System (SAP Application)
* Fast Typing (English & Arabic)
* Basic Hardware & Networking

**Academic & Professional Qualifications**

* Bachelor of Arts in English Literature from

VBS Purvanchal University – Jaunpur, U.P. India (2005)

* Diploma in Computer Accounting (2002)
* Diploma in Computer Application (2001)

حيث انني أكملت بنجاح أكثر من 9 سنوات بمهنة مساعد تنفيذي/ سكرتير تنفيذي وأبحث في مستوى عالي أو متوسط في مجال مكتب إداري – تنفيذي إداري، في شركة ذات أساس متين وذلك في مجال الإدارات العامة أوالعلاقات العامة وغيرها.

**AREAS OF EXPERTISE**

* Ability to multitask and prioritize daily workload
* High level verbal and written communication skills
* Discretion and confidentiality
* Organization & Planning
* Process Improvements
* Preparing Reports/ KPI by collecting and analyzing information
* Handling requests and queries appropriately
* Assisting the organization for conferences, meetings and other events.
* Providing administrative support to senior level management
* Managing the day to day operations
* Preparing Correspondences & Reports in English & Arabic
* **JOB SUMMARY/ EXPERIENCE**

**Management/ Technical Assistant**

**Dubai Electricity and Water Authority, Government, Dubai – UAE**

* Act as point of Management/ Technical Assistant in Electrical Distribution Maintenance Department in Emergency & Cable Section.
* Creating Reports, Analyze and Interpret Data.
* Preparation of Cable Faults KPI, Data Acquisition Complaints KPI, Monthly Operational Cost.
* Arrangement of schedule outages for Power Interruption/ Non Power Interruption.
* Coordination and communication with customers, shift in-charges through e-mails & phone calls and arrange suitable date & time for the electrical maintenance of defects/ faults/ tripping…..etc.

**March 2014**

**TO Present**

**Mar 2013**

**Executive Secretary**

**HTBM Middle East Solar Power Solutions, Dubai – UAE**

**Manufacturer and Supplier of Solar Products**

* Act as point of Executive Secretary, updating document status, preparing various company reports,
* Coordinating general incoming and outgoing correspondences for the organization.
* Making Quotations of Solar Products to the Clients/ Customers and follow up with them until the confirmation. Arranging Delivery Order and Invoice of the supplied unit. Follow up the payment from the Clients/ Customers.

**TO Jan 2014**

**Mar 2009**

**Administrative Assistant/ Transport Clerk**

**Engineer’s Office (Diwan), Semi Government, Dubai – UAE**

**Construction & Maintenance Company**

* Responsible of arranging Construction documents, Organize systematic filing for letters, contract documents, drawings, material submittals, method statements, monthly & bi-weekly reports, health & safety plans, QA/QC plans, site work instructions, notice of variations, payment certificates, RFI, RFIA, MIR, Daily Construction Reports, Snagging, Theft & Damage Reports among others.
* Assisting the Operations Manager in a daily routine works.

**TO Jan 2012**

**Site Secretary**

**Wilbur Smith Associates Inc., Dubai – UAE**

**Construction Consultant Company**

* Organizing systematic filing for letters, contract documents, drawings, material submittals, method statements, monthly & bi-weekly reports, health & safety plans, QA/QC plans, site work instructions and notice of variations, payment certificates, RFI, RFIA, MIR, Daily Construction Reports, Snagging, Theft and Damage Reports.
* Assisting the Resident Engineer in a daily routine works.

**Feb 2008**

**TO Jan 2009**

**Administrative Assistant**

**TATA AIG Life Insurance Company, New Delhi – India**

* Act as point of contact on administration matters; provide executive-level administrative support to the entire organization.
* Registering all applications with customer details in the computer using MS-Word & MS-Excel.
* Maintain proper tracking of documents flow through the Computerized Documentation System.
* Provide administrative support within the organization with prime responsibility of data entry, document control and filing system.

**Jul 2006**

**TO Jul 2007**

***Professional References***

**Available Upon Request**