***CAREER OBJECTIVE***

***PROFESSIONAL***

***STRENTH***

***&***

***KEY SKILL***

***ACADEMIC QUALIFICATION***

**TUFAIL**



**Administrator / Office Manager / Accountant (Current Position)**

tufail-394000@2freemail.com

 Dubai, UAE (Current Residence)

Looking for a challenging position in the field of business with an excellent environment in order to fully utilize my administrative, accounting and managerial function to achieve personal as well as organizational goals.



|  |  |  |  |
| --- | --- | --- | --- |
|  | Tally | Spreadsheets, Ms |  |
| **Financial Account** | (Accounting | Word, Power Point, | Expense & |
| **Management** | software) | and outlook | revenue reports |
|  |  |  |  |
| **Auditing** | VAT / Tax | File return | Records |
| **Management** |  |  | Management |
| **Project** | Estimation / | Inspection and | Site supervision |
| **Management** | Quotation | Services reports |  |
| **Office** | Reports & | Email System | Booking keeping |
| **management** | Documents |  |  |
| **HR Management** | Payroll | Visa & Contracts | Employees |
|  |  |  | dealing |
| **Client Management** | Professional | Meetings and events | Vendors and |
|  | Dealing |  | Suppliers |
|  |  |  | negotiation |
| **Procurement** | Sub contracting | Material purchasing | Project |
| **Management** |  |  | Budgeting |
| **Strong** | Problem | Analytical & strategic | Timely Goal & |
| **Interpersonal** | Solving | thinking | Objectives |
| **Best organizer** | Leading from | Work under pressure | Excellent |
|  | Front |  | communication |
| Adaptability | Integrity | Multi culture | Long duties |
|  |  |  |  |



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| --- | --- | --- |
| **Bachelor of Business Administration** | **(BBA Hon’s)** | **[ 2014 ]** |
| Major Subject = Finance |  |  |
| CGPA = 3.67/4.00 |  |  |
| University of Swabi, KPK, Pakistan. |  |  |
| **Diploma in Information Technology** | **(DIT)** | **[ 2013 ]** |
| Major Subject = Computer |  |  |
| Percentage = 79% |  |  |
| Swabi Institute of Management Sciences, KPK, Pakistan. |  |
| **Higher Secondary School Certificate(HSSE)** | **(A-level)** | **[2010]** |
| Major Subject = Science |  |  |
| Percentage = 60% |  |  |
| Ghulam Ishaq Khan Institute (GIKI), KPK,Pakistan. |  |  |
| **Secondary School Certificate (SSE)** | **(O-level)** | **[2008]** |
| Major Subject = Science |  |  |
| Percentage = 82% |  |  |

Quaid-e-Azam Group of Schools Swabi, KPK, Pakistan

***PROFESSIONAL***

***WORK***

***EXPERIENCE***

***PROFESSIONAL***

***WORK***

***EXPERIENCE***

**March 2016 till present**

Position: Office Manager cum Accountant Location: Dubai, UAE.

**Job Responsibilities:**

**Administrative:**

Managing, controlling, organizing and schedules of day to day operations of the company.

Maintaining & developing the office filing systems both on paper and computer.

Managing of company staff, vehicles and machinery of the company.

Managing company petty cash.

Managing all visa processes, accommodation, leave and travel, employees.

**Project Management / Commercial Activities:**

Documentation work of projects including budgeting and cost management.

Managing contracts, negotiation and completion of project in given time frame.

Managing and coordinate with vendors and suppliers.

Making inquiries, quotation and purchase order for project.

Purchasing of material and procurement activates for running projects.

Inspection requests and services and delivery reports for project.

Coordination with site engineer and directly reporting to managing director.

Project estimation up to 02 million.

**Accounts Management:**

Managing all accounts in Tally software.

Manage all taxable purchases, tax invoices & SOA from initial to account finalization. Managing and controlling all tax and non tax expenses and prepare CGS reports. Managing and controlling of all company accounts includes accounts payable and accounts receivable.

Reporting of company financial performance to Managing director.

Managing payroll and other tasks relating to staff wages.

Prepare monthly reports of all expenses and income.

Following are the main clients which I deal in different project.

**June 2015 to February 2016**

Position: Assistant to Project Manager

Location: Dubai, UAE.

**Job Responsibilities:**

Maintaining and controlling all paperwork for 34 sites (15 parks, 6 roads and 13 private palaces)

Making and sending monthly reports to Dubai Municipality.

Coordination with head office.

Giving instructions to landscape engineers, supervisors, and foreman and taking complaints of their sites.

Check and control material used in sites and making requisition for required material Arranging and distributing laborers to all sites.

Managing salaries including wages card, leave pay and leave paper.



***PROFESSIONAL***

***WORK***

***EXPERIENCE***

***ACHIEVEMENTS / Awards***

***LANGUAGE PROFICIENCY***

***DRIVING LICENSE***

***PERSONAL DATA***

***REFERENCES***

***ASSURANCE***

**June 2013 to September 2013**

**June 2014 to September 2014**

Employer: Islamabad stock exchange

Position: Internee & assistant

Location: Islamabad, Pakistan

**Job Responsibilities:**

I worked as internee and assistant to manager at different departments in Islamabad stock exchange like investor relation dept., finance dept., company listing dept., company affairs dept , membership dept , brokerage house, CDC, and NCCPL.

Best organizing award in university.

(YLS) leadership award at college.

English: Fluent (Speaking, Listening, Writing).

Urdu: Fluent (Speaking, Listening, Writing).

Pushto: Fluent (Speaking, Listening, Writing).

Hindi: Fluent (Speaking, Listening).

Driving License : Manual Driving License

Place Of Issue : Dubai

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 10-March-1992 |
| Nationality | : | Pakistani |
| Marital Status | : | Single |
| VISA Status | : | Employment VISA |
| Expected Salary | : | Negotiable |
| Notice Period | : | 30 Days |

Professional and personal references will be furnished on demand.

I consider myself as a professional Manager and administrative familiar with all aspects related to Management and administration. If Provided an opportunity, I am confident assuring you that I will work to the best of my abilities, knowledge, and experience and strive hard to make the difference.

***TUFAIL***