AREAS OF EXPERTISE

**Office**

**proceduresResolving**

**queriesChallenging**

**discrepanciesMaintain**

**office files Record**

**keeping**

**Provide receptionist services**

**Answer phones**

PROFESSIONAL

Team skills and

management

Administrative and office practise functions

PERSONAL SKILLS

Culturally aware

Respectful of others

Never give up attitude

Sociable

CONTACT

Email: [geophrey-398264@gulfjobseeker.com](mailto:geophrey-398264@gulfjobseeker.com)

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

Nationality: Tanzanian

Geophrey

Administrative Clerk

PERSONAL SUMMARY

A customer oriented and highly motivated individual who can provide a high level of administrative support to enable the smooth running of a busy office. Geophrey is a proactive office administrator who’s always eager to lend a helping hand and make sure that a business runs efficiently, professionally and safely aquick and keen learner who is always ready to make the most of any opportunities that may come his way. With commitment I am ready to join and work permanent with no doubt as an Assistant Administrative Officer where I willhave a chance to gain exposure to a wide variety of clericalactivities.

WORK EXPERIENCE

**DUBAI – UAE**

**Operative Staff/ Document Controller** **October 2017 –Present**

Responsible for managing and controlling Suppliers Documents, calls from Division department , writing letters and documents, taking minutes at meetings and collating statistics on a daily basis.

**Duties**:

* Providing support to the company through both administrative and clericalduties.
* Maintaining the office’s stationery, catering supplies and ITequipment.
* Involved in the typing and creation of documents as well as the processing ofclient information.
* Providing a high standard of service tocustomers.
* Printing and collating all paperwork required for the next workingday
* Logging information on internalsystems.
* Gathering useful and important information by phone, letter, and email or inperson.
* Recording and updating customerdatabases.
* Photocopying and scanning administrativedocuments.
* Handling telephone informationrequests.
* Processing incoming and outgoingmail.

**ARIDHI INSTITUTE – TABORA (FIELD TRAINING)**

REQUEST FOR PRACTICAL TRAINING (I.e. January 25 2014 – March 2 0 1 4 )

KEY SKILLS AND COMPETENCIES

* Proof reading documents to a highstandard.
* Used to working office equipment and computers for long periods oftime.
* Identifying opportunities for administrativeimprovement.
* Excellent telephonemanner.
* Able to efficiently work underpressure.
* In-putting data accurately andefficiently

|  |  |
| --- | --- |
| ACADEMIC QUALIFICATIONS |  |
| **College of business Education** | **2013 -2015** |
| Diploma in Procurement and Supply |  |
| **College of business Education** | **2012 -2013** |
| Certificate in Procurement and Supply |  |

REFERENCES – Available on request.