

SAYED NAJAH

Abu Dhabi, UAE

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Position sought as an Administrative Assistant in a Business Organization where I shall be able to utilize my experience, education, and talents in the area of administration, office management, HR and documentation gained from the valuable services rendered in administrative positions in national and international business organizations during past five years.

Personal Profile

- ✓ **5 years' experience in Administration, Document Controller, Time Keeping and Clerical works.**
- ✓ Smart-working, adaptable, self-motivated and self-starting team player. Strong in self-discipline and Administrative matters
- ✓ Meticulous in documentation, interpersonal communication, team play
- ✓ Manage work load efficiently and work to a high standard of performance
- ✓ Well accepted in coordination and liaising with different departments
- ✓ Proven experience as an office administrator, office assistant or relevant role
- ✓ Hardworking, can adapt to any situation, have capacity to grasp new matters with ease and efficiency
- ✓ Having demonstrated abilities to perform under pressure and deliver results amidst tight schedules with strong problem solving and analytical skills
- ✓ Proven track record of consistently achieving set targets, excellent communication, interpersonal and relationship management skills
- ✓ Able to work on own initiative and as part of a team
- ✓ Having very good skill on Computer operation and hard ware / Computer networks – specially with Windows and Office
- ✓ Time-oriented approach to handling queries and tasks
- ✓ **Holding valid UAE / Indian Driving License**

Work Experience

Organization: **Itinera S.p.A, Abu Dhabi, UAE**

Position: **Administrative Assistant / Time Keeper (Present)**

Responsibilities:

- Assist daily operations of the administration department
- Handling matters of correspondence with staffs, executives and others in respect of various matters independently.
- Coordination with transportation and drivers, supplies, subcontractors etc.
- Maintained and processing time and attendance records
- Updated employee data such as termination, clearance, transfer and resignations
- Arranging manpower, equipment and office materials when required
- Support with documentation of admin/HR and record keeping
- Performing general office clerk duties
- Maintaining office equipment as needed
- Scheduling staff's vacation and travel arrangements
- Control of incoming and outgoing documents and its distribution
- Arranging & Scheduling safety inductions
- Preparing Client / Consultant Daily Manpower Report
- Document control works using Oracle Conject (Assist DC Dept. Submit Drawings etc.
- Perform all other duties that may be requested by team leadership

Organization: **Kier Dubai LLC, Dubai, UAE**

Position: **Administrative Assistant / Time Keeper** (May 2019 – March 2020)

Responsibilities:

- Time keeping & employee relations
- Preparation of daily attendance report
- Book keeping, data entry, day / petty cash preparation and submission
- Ledger maintenance, accounting and associated works
- Preparation of Daily Contract Labour deployment & Overtime statement
- Escort with staffs for their visa medical.
- Maintaining leave record, preparing payroll for employees
- Scheduling staff's vacation, posting leave details and maintaining their records.
- Preparing and issuing internal memos, holding enquiries and submitting reports to management, issuing warning letters and other notices to the staff.
- Managing of travel arrangements, ticketing in accordance with Company Policy
- Handling Facility Management Services, Transportation, Drivers etc...
- Organizing office maintenance and repair work
- Ensuring that all staffs are getting required administration support

Organization: **Mactel Infotech, Bangalore, India**

Position: **Network Support and IT Executive** (2017 - 2018)

Responsibilities:

- Office Management and Customer relationship
- Troubleshooting Hardware & Software problem
- Identifying network performance issues
- Configuration routing protocols
- Configuration Microsoft Outlook
- Installing and configuring DHCP Client/server
- IP addressing
- CCTV installation

Organization: **Odakkal Cements**

Position: **Business development executive and sales executive** (2013 - 2016)

It's a privet company in Kerala, Leading distributors and traders in Malappuram Dist. Of various building materials, like cement and white cement. My work was collecting money from various type of customers and make orders, locating and notifying the new and old customers by phone or email.

Education

- ✓ **Diploma in Hardware and Network Engineering – 2016-2017**

Technical Skills

- ✓ Completed MSCE, CCNA and CCNP courses
- ✓ Office Applications: MS Word, Excel, Power Point
- ✓ Well versed in Computer hardware and networking
- ✓ **Fluent in English & Arabic typing**

Personal Details

- ✓ Date of Birth : 07 Sep 1994
- ✓ Nationality : Indian
- ✓ Status : Single
- ✓ **Languages known: English, Hindi & Malayalam**