



OBJECTIVE:

A SUITABLE POSITION WITH AN ORGANIZATION WHERE I CAN UTILIZE THE BEST OF MY SKILLS AND ABILITIES THAT FIT TO MY EDUCATION SKILLS AND EXPERIENCE A PLACE WHERE CAN ENCOURAGE AND PERMITTED TO BE AN ACTIVE PARTICIPANT US WELL VITAL CONTRIBUTE ON DEVELOPMENT OF THE COMPANY.

- VERY ENERGETIC RESULT ORIENTED AND ORGANIZED.
- EFFICIENT AND WELL-BEHAVED PERSON.
- KEEP EXCELLENT INTER PERSONAL RELATIONS WITH COLLEAGUES AND READY TO HELP THEM.

General Ghufuran Ullah

Office Assistant / Document Controller / Office Clerk

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Highlights:

Total No. Of Experience: 5 years

U.A.E: 2 years – Present

Language Known – Hindi, Arabic and English

Work Experience:

Office Assistant

Mechanical and Civil Engineering Contractors (MACE) L.L.C, Abu Dhabi U.A.E – Dec. 2018 - present

- Answering and forwarding phone call, and taking messages.
- Providing details to phone callers, and office visitors
- Monitoring the use of devices and supplies within the workplace.
- Dealing with inquiries or needs from the visitors and workers.
- Coordinating the maintenance and repair of devices for the workplace.
- Assisting management personnel in wide variety of workplace responsibilities.
- Collecting and distributing couriers or packages among workers and starting and searching messages.
- Delivering facsimiles and sending them, and doing any related search projects.

Documents Controller at Nadra Office, Pakistan – 2014 to 2016

- Collect and maintain all documents to arrange an organized filing system
- Maintain a computer database of all filed documentation
- Perform clerical typing duties to generate documents as necessary
- Inputting all documents on Microsoft Excel
- Filing
- Daily file management

Office Assistant at Oxford Office, Pakistan – 2016 to 2018

- Answer and direct phone calls
- Distribute correspondence memos, letters, faxes and forms
- Maintain a filing system
- Order office supplies
- Provide general support to visitors
- Take dictation

Educational Background:

- **Basic Office Automation - Oxford Institute of technology Drosh Chitral – April 2018**
- **AutoCAD 2D 3D – Oxford Institute of technology Drosh Chitral – Sept. 2018**

Personal Details:

- **Nationality:** Pakistani
- **Date of Birth:** 6 August 1997
- **Marital Status:** SINGLE