

MD SALIM

Abu Dhabi · Phone:0544739298

Position: Office Assistant



Have a strong determination to meet high standard, energy to handle pressure of responsibilities. Responsible & flexible willing to accept constructive criticisms. Highly motivated, goal oriented. Highly reliable punctual, honest and hard working.

EXPERIENCE

MAY 2016 – TO TILL DATE

OFFICE ASSISTANT, GHANTOOT GROUPS ROAD DIVISION

- Provide assistance to project secretary such as filling & scanning of documents in daily basis
- Assisting in daily basis with Clint/visitors
- Collecting different documents and hand-over to secretary for official distribution.
- Responsible for filling documents, incoming and outgoing correspondences.
- Responsible for distributing transmittal as per instruction of project manager.
- Operate office machineries such as photocopier & scanners.
- Distributing of different documents as instructed by document controller for discipline review & comments
- Full support the Document Controller to maintain and update status of all documents as per Project Procedure and Engineering standards.
- **Arranging coffee's, tea's for co-workers & meetings**
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office
- Monitoring the use of devices and supplies within the workplace
- Coordinating the maintenance and repair of devices for the workplace

CLINTS HANDLED

- ❖ Musanda
- ❖ Dorsch Gruppe

EDUCATION

High School (National High school siwan, Bihar)

SKILLS

- Troubleshooter
- Knowledge of office and management techniques.
- Knowledge of customer service methods and concepts.
- Good interaction abilities and professional personal display.
- Should be sincere, sincere, and trustworthy.

PERSONAL INFORMATION

DOB : 08/01/1992

Passport No : M9741363

Nationality : Indian

Languages : Arabic, Urdu & Hindi

Station: Abu Dhabi

Date :

MD Salim
Applicant