

ANVER ALI

Abu Dhabi, United Arab Emirates

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Office Administrator with a master degree in Commerce over 2+ years of experience providing administrative support for up to 50 staff members. Possess strong multi-tasking skills, with ability to simultaneously manage various projects and schedules.

PROFESSIONAL EXPERIENCE

THE OTHER DIMENSION REAL ESTATE MANAGEMENT

Riffa, Kingdom of Bahrain

Office Administrator

Mar 2019 – Apr 2021

- Manage schedules, organize office functions, and oversee daily operations of office with 50 employees
- Handling petty cash of the company BHD 750 per month
- Slashed office expenditure by negotiating cheaper supply contracts, implementing inventory control, and standardizing ordering procedures
- Developed paperless environment by implementing an online system to manage data, fulfil orders, and integrate processes, resulting in improved efficiencies
- Supported office staff by organizing company events, meetings, and scheduling
- Developed relationships with customers, vendors, and guests to present the company in a professional manner
- Communicated closely with the Head of Operations regarding the needs, concerns, or issues in the office.

ANIL ASSOCIATES ACCOUNTANTS AND TAX PRACTITIONERS

Kerala, India

Accounts Assistant

Feb 2017 – Feb 2019

- Managing basic office administrative tasks including filing, printing, reporting and emailing
- Communicating with clients to better understand financial needs and report that information to the Chief Accountant
- Recording and processing all financial and accounting practices, including profit and loss reports
- Maintaining bookkeeping and office accounting needs
- Collecting payments and updating accounts payable and receivable records
- Studied and resolved any variances found in accounting records

EDUCATION

Master of Commerce

Annamalai University - 2015

Tamil Nadu, India

Bachelor of Commerce

Mahatma Gandhi University - 2015

Kerala, India

ADDITIONAL SKILLS

- MS Office Suite, Tally ERP 9, 3ds Max, Adobe Photoshop
- Problem solving, organizational skills, management skills, analytical skills, critical thinking
- Negotiation skills, Marketing, Social media and Networking