

Irfan Anwar



M24, Musaffah, Abu Dhabi



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saarejahanseacha@gmail.com



[Linkedin.com/Irfan.anwar](https://www.linkedin.com/Irfan.anwar)

To
HR Manager

Good Day Sir / Madam,

I hastened to submit my resume for your review. As a highly organized and self-motivated professional with expertise in coordinating and overseeing office operations to maximize efficiency and productivity, I am prepared to significantly contribute to your company's goals and objectives.

I have a strong natural drive for continuous improvement, am keen to do things differently and always challenge constructively.

With my present employer, where I have been since April 2014, I am responsible for providing a Administrator work support service to other members of my team. I am in charge of all the Administration processes as well as Electronic Document Management systems. I ensure the correct referencing of documents, keep up to date records of all information and regularly liaise with external archive companies.

On a personal level I have an approachable personality, and am comfortable making decisions within parameters that have been set by my managers.

At this precise stage of my career I am interested in joining a stable, fast-growing company like yours that encourages professional development, fosters teamwork and rewards ingenuity. I am certain that a face-to-face meeting between us would more fully reveal my positive attitude and ability to meet your expectations. I would therefore greatly welcome the chance of an interview and hope that you will invite me to one.

Thank you very much for taking the time to review my application.

Yours Sincerely,

Irfan Anwar
Abu Dhabi

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CAREER GOAL

Almost 6 years of successfully Operating Administration, Marketing, Financial and Back Office Operations.

Superb leadership, interpersonal, planning and great communication abilities.

Accomplished, achievement-driven and results-oriented interested in working in highly excelled Environment where I can improve my applied skills and experience, and deliver my best.



EDUCATION

- Completed Secondary from the Frank Anthony Public School | March – 2007
- Completed Senior Secondary from Assembly of God Church School | October – 2010
- Graduation from Acharya Jadish Chandra Bose College | October – 2013



PROFESSIONAL TRAINING & KNOWLEDGE

- MSOffice
- Excellent computer skills – Time efficient user of MS Office
- In-depth knowledge of managing and maintaining office tasks.



AWARDS & ACHIEVEMENT

- Awarded by Workers Village for Employee of the Month – Admin Assistant - 2016
- Awarded by Workers Village for Employee of the Month – Supervisory Skill - 2017



HOBBIES & INTEREST

- Sports, GYM
- Music
- Online Game

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WORK EXPERIENCE

Administrator Assistant | April 2014 - Present

Workers Village, Abu Dhabi

Resolves administrative problems by coordinating preparation of reports, analysing data, and identifying solutions. Communication with clients. Provisions of information by answering questions and requests whether interdepartmental or clients. Provide assistance to General Manager – Operations. Maintains supplies inventory by checking stock, determine inventory level, anticipating needed supplies and expediting orders for supplies. Excellent Reporting & Administrative Writing Skills. Using Microsoft Office Skills for the creation of reports time efficiently (Specially MS Excel, MS Word, and MS PowerPoint). Customer Care Executives / BPO Handle customer inquiries, complaints, requests, billing queries and payments issues efficiently.

CCE in a BPO | 2010

Nexus Private Limited – London UK

Immense exposure in Leasing firm for preparing leasing proposals and documentation, asset inspection, liaison with different insurance companies regarding renewal of insurance policies and claims settlements, disposal of finance lease assets. Monthly, Semi-annually & yearly excel report generation for revenue, maintenance and operational cost. Prepare & illustrate dynamic presentation to the Management regarding business progression and forthcoming investment plans on monthly basis.

Operations, services, and activities of a building maintenance, repair, and construction program. Materials, methods, terminology, equipment and tools used in the maintenance, repair, and construction of building structures and systems including those used in performing rough and finished carpentry, plumbing, heating, electrical, mechanical, and painting work.

- Worked as CCE in a BPO | Wizard Enterprises | 2008 - 2009
- Worked as CCE in a BPO | Xploretech | 2006 - 2008



PROFESSIONAL ATTRIBUTES

- A high standard of professionalism in my work
- The ability to remain calm and objective in all situations



REFERENCES

Available upon request