

# MANSOOR ALI

Mobile: 055 4622995

Email: mail4mansoor88@gmail.com

Sharjah.



## OBJECTIVE

To perform all my entrusted tasks successfully is my goal

## WORK EXPERIENCE

### Office Assistant

Lifeline Trading L.L.C, Sharjah. November 02, 2021 – Present,

#### Responsibilities

- Preparing quotations, work orders, pro forma invoices, Reports Daily, weekly, & monthly
- Sending work orders to the factory as per received LPO
- Co ordinate with delivery driver and Technicians for the Deliveries for the scheduled Time.
- Maintaining polite and professional communication via phone, and mail enquiries.

### Office Messenger

Royal Catering Services L.L.C, Abu Dhabi. September 23, 2019 – August 25, 2020

#### Responsibilities

- Prepare the arrangements for events and coordinate with colleagues
- Physical count take reports at stationery store sending the requirements to the purchase department
- Operating fax machine, scanners, projectors and photocopying machine
- Maintaining polite and professional communication with Engineer's and Supervisor's.

### Office Assistant

Abu Dhabi International Pvt. School, Abu Dhabi. October 01, 2015 – July 15, 2019

#### Responsibilities

- Maintaining soft and hard copies of daily administrative records. Retrieving documents from filing system
- Drafting email, letters, memos and presentations as per management's instructions
- Operating fax machine, scanners, projectors and photocopying machine
- Maintaining polite and professional communication via phone, and mail.

### Warehouse In-Charge

Tanja General Trading L.L.C, Dubai. September 22, 2011 – August 2014

#### Responsibilities

- Administering and overseeing the daily operation of the warehouse including processing, packaging and storage of supplies, materials and equipment
- Proper Inventory Management of the store. Prior Knowledge of the dealer/wholesaler/suppliers in Dubai market
- Leading day-to-day activities of employees. supporting, monitoring and reviewing progress and accuracy of work.
- Preparing the Invoice and packing list before the container loading and prepare loading sheet after the container loaded.

## Educational Qualification

- (D.C.E.) - 2010 – Diploma in Computer Hardware & Technology (D.C.H.T) -2007 – TREC STEP at REC, Trichy, Tamilnadu, India.
- Diploma in Civil Engineering Manali Ramakrishna Polytechnic, Thanjavur, Tamilnadu, India.

## Personal Profile

Date of Birth : 01 April 1988  
Nationality : Indian  
Passport No : U 2977956  
Languages Known : English, Tamil, Malayalam, & Hindi  
Visa Status : Visit  
Visa Expiry : 03/04/2022

## References

1. Mr. Chan Basha : Administration Director, Abu Dhabi International Pvt. School. 050-7821240.
2. Mr. Mohammed Abbas : MD, Tanja General Trading LLC. Dubai. Cell: 0553115110

Mansoor Ali