

Rashid Bin Ubaid

Dubai – United Arab Emirates

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CAREER OBJECTIVE: Seeking for a new direction to obtain a position as an administrator Document Controller in a people oriented organization with a challenging environment when allows me to utilize my education, skills and experience in a way that is mutually beneficial for future growth and advancement.

SUMMARY OF QUALIFICATIONS: Administrator with total 8+ years of experience in Al Tayer Motors in a challenging , environment as well as experienced in Document Controlling with very good communication skills written and verbal. Well exposed to different cultural environment and Communicates well with all levels of personnel and clientele, Capability to handle all administrative duties and capacity to work under pressure.

SKILLS AND PROFICIENCY: Proficiency with Automobile System kerridge Auto-Line Auto-Drive Expertise in computer knowledge in MS office applications Word, Excel, Access, Power Point, Outlook and excellent skilled in typing.

PROFESSIONAL WORK EXPERIENCES:

- **Administrator in Al Tayer motors Dubai From 2017 November till date**

JOB DESCRIPTION

An Administrator provides office and administrative support to either a team or individual. This role is vital for the smooth-running of a business. Duties may include fielding telephone calls, word processing, creating spreadsheets and presentations, and filing. Additionally, Administrators are often responsible for specific projects and tasks, as well as overseeing the work of junior staff.

- Processing invoices and purchase.
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Monitoring stationary levels and ordering office supplies.
- Handling sensitive information in a confidential manner.
- Handling telephony/e-mails and resolution of issues.

- **Pre delivery inspection (PDI) in Al Tayer motors Dubai From 2012 till 2017 Nov.**

JOB DESCRIPTION

The jobholder is responsible for coordinating the daily operation between delivery and pre-delivery inspection teams to ensure the vehicle is delivered at the appropriate place at the required time and in the proper condition to achieve maximum customer satisfaction. The role also involves coordinating activities related to movement of the cars the showroom, warehouse, service, delivery center or customer location.

- Responsible in the coordination of work involved in the operation of pre-delivery inspection (PDI)
- Provide administrative and technical support to sales personal at the point of delivery.
- Administer in proper order, all PDI documentation in areas of, invoice, service, warranty, registration and insurance.
- Monitor daily job progress and follow-up with service team of the vehicle and provide updates and reports to respective sale advisor.
- Scheduling the vehicle delivery to the customer in coordination with sales advisor

PERSONAL SKILLS:

- Excellent communication skills to show internal clients and other employees that they are valued and their concerns are heard.
- Exceptional organizational skills to guarantee that all files, documents and confidential information is taken care of appropriately.
- Reading and writing comprehension skills to ensure that all messages are taken correctly and passed on to the correct individual in a way that is understandable.
- Detailed-oriented when dealing with schedules with the ability to manage several calendars at once to guarantee that no executive is double scheduled.
- Pleasant personality that puts a face of trust and loyalty in the office.

ACADEMIC / PROFESSIONAL QUALIFICATION:

- Bachelor of computer application - Annamalai University – India
2007 to 2010

The study period of BCA includes various subjects such as Programming in C Language (Basic and Advanced), Networking, World-Wide-Web, Data Structure.

PERSONAL DATA:

Full Name	:	Rashid Bin Ubaid
Date of Birth	:	05-12-1989
Age	:	30 Years
Nationality	:	Indian
Passport No.	:	J5708983
UAE valid driving license:		Yes

Emotionally intelligent and Strong interpersonal skills computer-savvy Administrator with an Associate's degree in Business Administration.

Rashid Bin Ubaid

25-10-2020