

Office Assistant

M S Ahmed Ateek



Contact

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Languages

English
Tamil
Arabic
Hindi
Malayalam

Career Objective

To lead a team in the field of **Commodity Team** in a progressive organization that gives me scope to work for the growth of organization and gain satisfaction there off and which gives me a scope to update my knowledge and skills in the process.

Skill Highlights

- Project management
- Strong decision maker
- Conflict problem solver
- Creative design
- Innovative
- Service-focused

Experience

Office Assistant 2015 To 2020 The Curve Hotel by Ezdan

- Phone & Fax Management. This function include picking up, screening and fielding phone calls and faxes. This is more than a switchboard operator function as office assistants usually decide whether each incoming phone call or fax deserves further attention from core or non-core staff at the firm. They would take messages for anyone in the firm but are generally the gatekeepers of the phone and fax lines. They would also be placing phone calls or sending out faxes and normally keep a log of nonlocal calls and both incoming and outgoing faxes.
- Calendar & Scheduling. Office assistants manage company calendars and schedule and/or coordinate events. In this role, they would coordinate with managers who plan business events and affairs. In most cases, scheduling tasks would relate to assisting with travel arrangements for managers and staff, along with internal or external meetings or conferences held within the office.
- Professional support. Office assistants help in preparing presentations, spreadsheets, documents and contracts, documentation and filing, quotes requests, supplier relations and a host of other administrative support functions. These may be required by individual firm members (usually the office manager or the managing director), team (logistics for the sales team), or the entire office (such as when requesting replenishment of office supplies or sending out quote requests).
- Auxiliary Tasks. These include photocopying, distributing mails, collating, logging and filing of documents that come in or are sent out via courier services and keeping hard copies of important emails. Office assistants also manage company contact lists for internal contact information, supplier contacts and client contact information.

Education Qualifications

BTEC Diploma in Business Management EDEXL – UK Recognized Internationally

College IDM Business Studies Division Kandy

Driving License

- **Valid Saudi Arabia**
- **Valid Sri Lanka**

Professional Summary

- 4 Years of Experience as an Office Assistant in The Curve Hotel Doha, Qatar
- 4 Years of Experience as an Accounts Assistant in Danube Hypermarket Riyadh Saudi Arabia
- 4 Year of Experience as a Computer Operator in Damman Saudi Arabia

Certifications,

- ✓ Diploma in Computer Based Accountancy and E – Commerce in TEC Sri Lanka.
- ✓ Diploma in Computer Hardware in Myown.
- ✓ Diploma in Computer Studies in IACS
- ✓ Diploma in Basic English at the Open University of Sri Lanka.
- ✓ Diploma in Jewelry Designing.