

ABDUL SALAM

Buhairah Corniche – Sharjah – U A E

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Visa status – Own visa

Date of Birth – 25/03/1985

**Objective:**

Obtain a position where I can contribute my experience as an Office Assistant and PRO cum Messenger. I have very good customer service skills. I am a detailed and organized worker. I have always been punctual in my work and relied upon by my employer to guide other staff members. I work well independently or with other staff members.

Summary of Key Skills

- Strong ability to work unsupervised.
- Uncommon ability to be punctual and trusted.
- Strong flexibility to work shifts and weekends.
- Excellent communication skills with a friendly and caring attitude to customers and colleagues.
- Knowledge of clerical and administrative procedures.
- Enthusiastic and energetic.

Professional Experience and Responsibilities:**Office Assistant and PRO cum Messenger****HOUSE OF EXPERTISE (EGEC) L.L.C (Engineering Consultant) 2008 – 2019 (11 years)**

- ❖ Provide safe, comfortable, punctual service to the staff at all times.
- ❖ Maintain a customer-focused attitude at all times.
- ❖ Accept messenger tasks and develop a personal schedule to deliver them within the timeframe required.
- ❖ Ensuring the office runs smoothly
- ❖ Provide clerical support as may be requested by the administrative assistant.
- ❖ Take the responsibility to submit the drawing to the concerned departments like Planning, Municipality etc.
- ❖ Maintain office supplies to the department.
- ❖ Provide General Support including mailing, faxing, and copying to the Management.
- ❖ Maintain and devise office systems, including filing, data management, etc. Keeping an inventory of office supplies and ordering new materials as needed.
- ❖ Monitoring the use of equipment and office supplies within the office.
- ❖ Cooperating with office staff to maintain proper interaction and a friendly environment within the office.
- ❖ Maintaining files.
- ❖ Taking staff for medical & visa stamping.

- ❖ Handling bank-related transactions – depositing and withdrawing cash and cheque deposits.
- ❖ Document attestations and translations at various Govt. departments.
- ❖ To respond to all calls very sincerely and respectfully.
- ❖ To be capable of managing complex and multifaceted tasks.
- ❖ Warm and friendly behaviour which proves to be an asset in receiving and greeting visitors from outside.
- ❖ Dealing with tenancy contracts at the Municipality.
- ❖ Applying for visas at the Consulate/Embassies.
- ❖ Managing company-owned car registrations, insurance, repair & and maintenance also managing hired cars.
- ❖ Delivery and collection of business-related documents to various companies.
- ❖ Airport duties. Managing company-owned car registrations, insurance, repair & and maintenance also managing hired cars.

Educational Qualification

Bachelor's degree BA - Kerala, India

Secondary Education - GVHSS – Kerala, India

Languages Known : English, Arabic, Hindi, Malayalam (Read, write, and Speak)

Nationality : Indian

Gender : Male

References : Available upon request

I have hereby declared that the above-mentioned details are true and best of my knowledge.