



AMIN ULLAH

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Address: Dubai UAE

Date of birth: 13-05-1991

Nationality: Pakistan

Gender: Male

Marital status: Married

Visa status: Cancelled Visa

EDUCATION

DBA (Diploma in Business Administration)

DIT

(Diploma information Technology)

CERTIFICATES

1. Computer Programming
2. Certificate in Office Automation
3. Freelancing:
4. Social Media Marketing
5. Search Engine Optimization
6. Ecommerce management

SKILLS:

Excellent verbal and written communication skills.

Excellent interpersonal and customer service skills.

Excellent organizational skills and attention to detail.

Excellent time management skills with a proven ability to meet deadlines.

Efficiency Improvement

Team Collaboration

COMPUTER EXPERTISE

Aconex, Microsoft 365

WPS Office, MIS, Oracle

Database, Google

Workspace

(Basic), HTML5,

CSS(Basic),

JavaScript (Basic)

Database: MySQL

Microsoft Office Suite

Reporting & Documentation

Languages: URDU,

ENGLISH,PASHTO,HINDI

EXECUTIVE PROFILE

I am a dedicated and versatile professional with a track record of success in various roles over the past 10 years. I bring five years of experience as an Documents Controller/Office Assistant, and administrative Assistant where I honed my organizational and administrative skills to streamline operations and support teams efficiently. In my three years as a Data Entry Operator, I mastered data accuracy and management, with different software like Aconex, Microsoft 365, WPS Office, MIS, Oracle Database, Google Workspace (Basic), HTML5, CSS(Basic), JavaScript (Basic)Database: MySQL

Microsoft Office Suite defending data integrity for critical business processes.

Additionally, I have two years of hands-on experience in Sales and Customer Service, where I built strong client relationships and contributed to revenue growth through effective communication and problem-solving. My well-rounded background makes me adept at multitasking, attention to detail, and adapting to dynamic environments.

I am eager to leverage my skills and experience to contribute to your organization's success, providing effective administrative support, data management, and exceptional customer service. Let's connect to explore opportunities for collaboration.

WORK EXPERIENCE

➤ Administrative Assistant

Seyana Technical Services Dubai UAE

20/10/2023 to Till Date

- Providing high level administrative& secretarial support involving efficient handling of correspondence, emails, confidential documents, screening telephone calls,
- attending visitors and directing various queries to relevant departments and Vendor management.
- Process daily expenses and prepare weekly, monthly, and quarterly reports.
- Act as a first point of contact, both in the presence and absence of CEO and handling confidential information with utmost discretion.
- Manage calendar and set up meetings for CEO.
- Reception duties: meet and greet, transferring phone calls, arranging couriers, making orders for stationery and other office supplies.
- Scheduling appointments, organizing International and rotational Travel, accommodation, and conference/ presentation / event arrangements.
- Tracking visas, assisting with the contractor's contracts, amendments, and terminations.
- Monitored facility maintenance activities based on priority matrix by
- communicating with maintenance contractors and service providers,
- acting as principal point of contact.
- Handling subcontractors for different maintenance series and worked.
- Reviewed supplier relationships for quality and cost analysis.
- Resolved grievances of facility users and managed manpower.
- Prepared management reports (MIS) to present key statistics to the facility users on a monthly & annual level.
- Maintained records of payments, vendor pricing, energy usage, statutory
- tracker and activity reports to update accounts.
- Created purchase requisitions and released goods receipt notes (GRN),
- generated invoices in ERP system and followed up with payments.

➤ **CUSTOMER SERVICE/STALL SALESPERSON.**

Al Khalifa Super Market Fujairah UAE

26/1/2022 to 18/10/2023

- Serves customers by helping them to select products.
- Drives sales through engagement of customers, suggestive selling, and sharing product knowledge.
- Greets and receives customers in a welcoming manner.
- Responds to customers' questions. Directs customers by escorting them to racks and counters.
- Provides outstanding customer service.
- Documents sales by creating or updating customer profile records. Manages financial transactions.
- Processes payments by totaling purchases, processing checks, cash, and store or other credit and debit cards.

➤ **Document Controller/HR Coordinator**

Mount Fuji Textile Karachi Pakistan

5/2019 – 10/2020

- Maintain records of personnel-related data (payroll, personal information, leaves, rates etc, in both paper and the database and ensure all employment requirements are met
- Support the recruitment/hiring process by assisting in short listing, issuing employment contracts etc.
- Assist supervisors in performance management procedures.
- Schedule meetings, interviews, HR events etc. and maintain the team's agenda.
- Coordinate training sessions and seminars
- Perform orientations, on boarding and update records with new hires.
- Produce and submit reports on general HR activity.
- Assist in ad-hoc HR projects, like collection of employee's feedback.
- Support other functions as assigned.

➤ **Documents Controller/Office Assistant**

Board of Intermediate and Secondary Education Peshawar Pakistan.

02/2018 – 02/2019

- Performs clerical duties including typing, filing, and completion of simple forms.
- Operates office machines including copiers, scanners, phone and voicemail systems, personal computers, and other standard office equipment.
- Serves as the receptionist for the office, greeting visitors and applicants.
- Answers phones, directs calls to appropriate individuals, and prepares messages.
- Copies, sorts, and files records related to office activities, business transactions, and other matters.
- Prepares letters, memos, forms, and reports according to written or verbal instructions.
- Sorts incoming mail and delivers to appropriate department or individual, processes outgoing mail.
- Maintains filing systems either manually or electronically.
- Manages calendars and schedules appointments.
- Performs other related duties as assigned.

Data Entry Operator
Board of Intermediate and Secondary Education Peshawar KPK
Pakistan.
11/2013 – 02/2018

- Entering data into the Education Board's database accurately and efficiently
- Maintaining the integrity of the data by verifying and correcting any errors
- Organizing and storing data in the appropriate manner
- Generating reports based on the collected data.
- Ensuring the confidentiality and security of the data
- Collaborating with other departments to ensure the accuracy of the data.
- Staying up to date with the latest technologies and software related to data entry.
- Participating in training programs to improve skills and knowledge related to data entry.
- Performing other related duties as assigned by the supervisor.

