



**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.**

