



**AZHAR
MEHMOOD**

Job Role:
Office Assistant

Address
Dubai United Arab
Emirates

Contact:

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Skills:

- Office administration
- Staff Management
- Scheduling
- Strong decision making
- Travel coordination
- WPM typing speed 30
- Mail handling
- Sorting and labelling
- Bookkeeping
- Social media knowledge

Summary: -

Dedicated Office Assistant with over 5 successful years of clerical experience in busy office environments achieving superior levels of administrative effectiveness. Excels in telephone support and greeting arriving visitors. Strong knowledge of MS Office and history achieving high data output

Personal Information:

- ❖ Date of Birth: 14-06-1995
- ❖ Nationality: Pakistani
- ❖ Passport Number: AT0166962
- ❖ Passport Expiry Date: 07-09-2030
- ❖ VISA Details/ Work Permit: UAE Employment visa
- ❖ Languages: Urdu, English, Hindi & Arabic
- ❖ Driving License, No: 4704154
- ❖ Driving License Issue: 23-05-2024
- ❖ Driving License Expire: 23-05-2026

Work History: -

2019- Current	Office Assistant Western Bainoon Group Abu Dhabi
	<ul style="list-style-type: none">❖ Interacted with customers by phone, email, or in-person to provide information.❖ Welcomed office visitors and alerted staff to arrivals of scheduled appointments.❖ Delivered clerical support by handling range of routine and special requirements.❖ Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.❖ Ordered office supplies and kept office stocked with needed resources to operate smoothly.❖ Maintained and updated office records, both digital and physical.❖ Managed daily data entry and kept clerical information accurate and up-to-date.❖ Promptly received and forwarded incoming communications, such as phone calls, emails and letters, to appropriate staff.❖ Input data into spreadsheets and databases.❖ Coordinated and scheduled meetings and appointments.
2016-2017	Office Assistant Transom Courier Service (TCS Pakistan)
	<ul style="list-style-type: none">❖ Worked with Transom Courier Service (TCS Pakistan) as an Office assistant.
	<u>Diploma:</u>
2022	Fire Fighter (NBIZ UAE)
2022	First Aider (NBIZ UAE)
2021	IOSH (Most Services Private Limited Pak)
2014-2015	Professional IT (Skill Development Council Islamabad Pak)
	<u>Education Certificates:</u>
2011-2013	Intermediate Certificate (Pakistan (Azad Kashmir)
2009-2011	High School Certificate (Pakistan (Azad Kashmir)