

MUSHTABSHIR AZIM

Office Admin



About Me

A result oriented professional having "Can Do" attitude towards my professional responsibilities with > 8 years of progressive experience in Accounts, Data Entry, Admin and Front Desk in a reputed Manufacturing and Trading Company in U.A.E.

Expertise Skill

- Good Communication
- Interpersonal skills
- Computer Skill
- Word, Excel
- ERP - Splendid
- Record Keeping
- Hardworking

Contact Me

 +971 55 9069367

 mdsaadazim@gmail.com

 Industrial area 2, BMW road,
Sharjah, UAE

Education

- 2016-2018
MBA (HR)
Glocal University,
Saharanpur, UP, India
- 2009-2012
Graduation
LNM University, Bihar, India

Work Experience

- **Administration Accounts Assistant**
Jordan Ref Co LLC 2019 - Till Now
 - Monitoring daily communications and answering any queries.
 - Preparing statutory accounts.
 - Recording and filing cash transactions.
 - Controlling credit and chasing debt.
 - Invoice processing and filing.
 - Bank reconciliation.
 - Liaising with third party providers, clients and suppliers.
 - Updating and maintaining
- **Administrative Assistant**
Jordan Ref co LLC 2015 - 2018
 - Scheduling and coordinating meetings, appointments and travel arrangements for staff or managers
 - Preparing and editing correspondence, reports and presentations
 - Answering phone calls, providing information to callers or connecting callers to the appropriate personnel