

MD. GUFRAN ANSARI

Office Assistant



PROFILE

Highly organized and detail-oriented Office Assistant with 6 years of experience providing administrative support in fast-paced office environments. Proficient in managing office operations, scheduling appointments, and delivering exceptional customer service. Skilled in multitasking and prioritizing tasks to meet deadlines effectively. Strong communication and interpersonal skills with a proactive approach to problem-solving. A dedicated team player committed to contributing to the efficiency and success of the office.

CONTACT DETAILS

Phone : (971) 50 313 0298
: (971) 52 155 2318

Email : md.gufranald@gmail.com

ACHIVEMENTS

- Got appreciation from clients and senior management for good performance.
- Received Certificates/ Rewards/ Gifts for being a good performer and achieving the Team Target.
- Participate in various events at the project level.
- Achieved 38% higher accuracy rates in Supervision than all other Teammates.
- We Maintained 95% positive feedback from the Captain/ Crew Members/Guests.

PERSONAL INFO.

Date of Birth : 18th-Dec.-1995
Religion : Islam (Sunni)
Nationality : Indian
Civil Status : Unmarried
Passport No. : P 4041404
Passport Exp. : 12th-Sep-2026
Visa Type : Employment
Visa Exp. : 10th-Oct-2024

LANGUAGE

HINDI NATIVE
ENGLISH INTERMEDIATE
URDU FLUENT

SKILLS



WORK EXPERIENCE

OFFICE ASSISTANT

LIGABUE ADMIRAL MARINE INTEGRATED SERVICES, UAE.

AUGUST 2020 – PRESENT

- Greet and assist visitors and clients in a friendly and professional manner.
- Prepare and serve beverages, including coffee, tea, and water, to guests and clients.
- Maintain cleanliness and organization of common areas, including reception area, conference rooms, and kitchenette.
- Clean and sanitize surfaces, desks, and common areas regularly to ensure a tidy and hygienic environment.
- Monitor and replenish office and kitchen supplies as needed.
- Handle incoming and outgoing mail and packages.
- Provide administrative support to various departments, including photocopying and scanning documents.
- Assist with the creation and distribution of internal memos and communications.
- Monitor inventory levels of office supplies and place orders as needed.
- Assist with special projects and other duties as assigned by management.

HOTEL ASSISTANT

SAMEERA HOTEL & RESTAURANT, ALLAHABAD, UP, INDIA.

MAY 2017 – FEBRUARY 2020

- Greeting guests and responding to queries.
- Manage the reception area, including maintaining cleanliness and organization.
- Coordinate travel arrangements and accommodations for guests as required.
- Ensure the Hotel and office space is tidy, organized, and presentable for visitors and staff.
- Coordinate with cleaning staff or vendors for regular cleaning and maintenance tasks.
- Monitoring cleaning staff for vacuuming, washing, and mopping 100 rooms and hotel areas, ensuring that everything complied with the Guest's needs and requirements.
- Ensure to keep clean restrooms, and floors, wash appliances, emptied trash cans, and maintained various equipment & tools.
- Receive, unpack, and organize deliveries of office supplies and equipment.
- Refilled soap dispensers and air fresheners, replaced light bulbs, and developed new cleaning procedures to increase effectiveness.

EDUCATION

- ✓ HIGH SCHOOL (SSC – 10TH) 2011-2012
UTTAR PRADESH BOARD, INDIA.
- ✓ INTERMEDIATE SCHOOL (HSSC – 12TH) 2013-2014
UTTAR PRADESH BOARD, INDIA.