

# SHABEER YOUSAF

## OFFICE ADMINISTRATOR

### CONTACT

+971-505806443  
shabeeryousaf1@gmail.com  
Abudhabi, UAE

### SKILLS

Customer Service  
Microsoft Office  
Computer Proficiency  
Data Entry  
Organizational Skills

### EDUCATION

Bachelor Of Engineering  
Electronics And Communication  
Engineering  
Anna University  
2009-2013

### DRIVING LICENCE

UAE  
INDIA

### LANGUAGES

English  
Malayalam  
Hindi  
Tamil

### PROFILE

Experienced Office Management and Administration Professional experienced optimizing productivity, efficiency and service quality across various environments. Highly skilled at administration business needs. Works effectively with cross-functional teams in ensuring operational and service excellence.

### WORK EXPERIENCE

#### OFFICE ADMINISTRATOR

EUROPCAR (Abu Dhabi-UAE) 2017-2022

- Supported office manager with proactive correspondence management, document coordination and customer relations.
- Coordinated communications, financial processing, registration, record keeping and other administrative functions.
- Interacted with customers by phone, email or in-person to provide information.
- Reconciled account files and produced monthly reports.
- Delivered clerical support by handling range of routine and special requirements.
- Kept accounts and records current by actively pursuing error resolutions and independently correcting problems.
- Edited documents to improve accuracy of language, flow and readability.
- Reported on daily office activities to help managers stay on top of dynamic conditions and make proactive decisions.
- Evaluated office documentation to check accuracy and complete missing pieces, avoiding delays and maximizing team productivity.
- Tracked office supplies and restocked low items to keep team members on-task and productive.
- Kept detailed records of supplies and office equipment use to budget and make orders for new supplies.

#### OPERATION COORDINATOR

WAY KNOE MEDIA VILLAGE LTD (Calicut-India) 2014-2017

- Effectively assisted field and operations managers in day-to-day coordination and management of operational activities.
- Managing office supplies and the maintenance of office equipment.
- Leads the project management workflow for assigned projects.
- Helps assigned teams meet and exceed their goals and objectives.
- Preparing and maintaining operations documents and reports.
- Designing and maintaining clear operational guides to ensure consistency of operations.
- Working with team leaders, managers and department heads to learn departmental needs and goals.
- Managed office activities by maintaining communication between clients, tracking records, and filing all documents.