

# SAMEER ALI

Document Controller / Administrative Assistant /  
StoreKeeper / Data Entry Operator

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Deira, Dubai

## SUMMARY

Detail-oriented Document Control Professional with 4+ years of experience in Data Entry, Document Management, Storekeeping, and Team Coordination within the Finance, Logistics, and administrative sectors. Proficient in SAP S/4HANA, MS Office, and XML editors, with a proven track record of boosting productivity and ensuring data accuracy. Skilled in document preparation (photocopying, scanning, binding), maintaining accurate logs and reports, inventory management, and ensuring compliance. Adept at problem-solving, critical thinking, and training teams to enhance performance. Familiar with storekeeping tasks, including inventory control, stock management, and warehouse organization. Technical expertise in Linux, Python, and PHP & MySQL, gained through IIT Bombay certifications, supports adaptability in tech-driven roles. Strong in time management, report preparation, and delivering under pressure with exceptional customer service.

## EXPERIENCE

**Document Control & Data Entry (Finance & Logistics)** 06/2020 - 02/2024  
Al Rashideen Trading and Distribution of Consumer & Tobacco Products LLC. Dubai

- Managed and organized financial, logistics, and inventory documents in SAP, ensuring records were accurate, up-to-date, and compliant with company policies.
- Streamlined access and retrieval of records through efficient document control processes, facilitating reporting and audits.
- Maintained secure storage and confidentiality of sensitive documents, including contracts, invoices, and inventory records.
- Updated and managed metadata in SAP, maintaining proper filing systems for authorized access.
- Generated detailed reports for financial, logistics, and inventory audits in compliance with reporting standards.
- Performed administrative tasks, including data entry, communication, appointment tracking, and document distribution.
- Supported smooth warehouse and inventory operations through optimized tracking and document protocols.
- Collaborated with cross-functional teams to ensure smooth information flow and adherence to company standards.
- Maintained a well-organized work environment and upheld company standards for safety, security, and confidentiality in all document-related tasks.

**Metering Reader** 09/2016 - 08/2019  
Empower Energy Solutions, Dubai

- Perform repairs, maintenance, and replacement of BTU meters for chilled water systems, ensuring optimal functionality.
- Support the commissioning of new BTU meters by conducting necessary installations, calibrations, and checks.
- Inspect installation sites to ensure meters are being installed according to company specifications and standards.
- Investigate assigned customer complaints by inspecting sites, identifying issues, and submitting detailed findings for appropriate action.
- Provide timely and accurate feedback to the supervisor regarding maintenance activities, findings, and progress on tasks.
- Collaborate with teams during commissioning projects to ensure proper integration of meters into operational systems.
- Maintain records of repairs, replacements, and maintenance activities for reporting and auditing purposes.
- Adhere to safety standards and company protocols while performing site inspections and technical tasks.

**Administrative Assistant** 05/2014 - 07/2016  
Global Tours & Travels, India

- Manage and maintain executives' schedules, ensuring efficient use of time and prioritizing tasks.
- Coordinate office communications, including emails, phone calls, and meetings, for seamless workflow.
- Prepare and distribute standard documents, including photocopying, collating, scanning, faxing, and binding as required.
- Organize and maintain files, discarding outdated documents according to department storage guidelines.

- Ensure office equipment (photocopiers, telephones, fax machines) is in working order.
- Handle administrative tasks such as filing, data entry, and record-keeping to ensure accuracy.
- Coordinate office supplies, track transactions, and support scheduling and client communications.

EDUCATION

AVC Polytechnic College - Diploma In Information Technology	2014
Aptech Computer Education - Higher Diploma in Computer Application	2011

CERTIFICATES

Linux Workshop IIT Bombay	2014
Python Workshop IIT Bombay	2014
PHP & MYSQL Workshop IIT Bombay	2014
RTA Driving License (CAT - 3) Roads and Transport Authority, UAE	09/2017 - 09/2029

SKILLS

MS Office Suite (MS Word, MS Excel, MS PowerPoint, MS Outlook)	Adaptability and Flexibility
SAP S4 HANA	Decision-Making
Typing Skills - 40-50 WPM	Accurate Data Entry
Communication Skills	Inventory Reporting
Office Administration Assistance	Quality Inspection
Customer Service	Goods Receiving and Dispatch
Time Management & Teamwork	Storage Optimization
Recordkeeping	Warehouse Operations
Invoice Processing & Verification	Inventory Control
Filing and Archiving	Document Preparation
Problem Solving	Handling Cash Transactions

LANGUAGES

English	Hindi
Tamil	Malayalam