


Samam Shakir




Office Assistant

Contact

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Samamkhan2@gmail.com 

Moh: Ghulam Khel, Vill & P.O Topi, District Swabi 

Profile

Create and maintain a highly qualified, professional, diverse, and responsive workforce that accurately reflects the labour force to supports the department's mission, vision, and values. Provide employees with a work environment where teamwork is paramount, ideas are rewarded, creativity and risk-taking are encouraged, and successes are celebrated.

Education

(2006)

Matriculation (SSC)

Government High School Topi
BISE Mardan (Pakistan)

(2008)

Diploma in Commerce (D.com)

Awan College of Commerce &
Management Sciences
Topi, Swabi, KPK, Pakistan
BTE Peshawar Pakistan

(2012)

Bachelor of Economics (B.A)

University of Peshawar Kpk,
Pakistan

Extra Qualification

Land Survey One Year Diploma
from Peshawar Technical Board.
Land survey 6th Month Diploma
from NTB Islamabad.
Draftsman 3 Month Course from
NTB Islamabad.
AutoCAD 6th Month Diploma from
NTB Islamabad.

Professional Experience

Office Assistant

Mar-2021
– June-2022

Al Khayam Almalaky Contracting LLC, U.A.E

- Sorting and sending mail.
- Writing memoranda, reports, letters, and other items.
- Maintaining files and dealing with other administrative support tasks.
- Keeping an inventory of office supplies and ordering new ones as necessitated.
- Completing banking transactions and carrying out basic bookkeeping.
- Answering phone calls and taking messages.
- Scheduling meetings and managing calendars.
- Welcoming visitors to the office.
- Providing visitors with information.
- Resolving office-related issues.

Cashier Cum Accountant

Sep 2017
– July 2019

ARAB AL MADINA Supermarket LLC, U.A.E

- Responsible for general cashier's bank.
- Collects and counts contents of all cashiers' envelopes daily.
- Receives and records in the general cashier's daily report (and includes in the daily deposits) all cash and check received.
- Prepares daily bank deposit summary and do the actual daily bank deposits.
- Counts own funds daily and properly accounts for all disbursement made from there.
- Prepares own daily statement of cash.
- Prepares General Cashier's daily report.
- Prepares Petty Cash Report.
- Prepares Part timer or casual worker wages on a periodical basis.
- Provides all outlet cashiers daily change, including extra change for long weekends and special occasion
- Prepares Accounts Receivable Recap from night audit work.
- Responsible for all charges and credits to the various accounts properly entered on a timely basis.

Computer Skills

Diploma in Computer (2006)

Topi Computer Literacy Center
(REGD) Topi, Swabi, KPK, Pakistan

Soft Skills

Ambitious, hardworking, energetic
and well-disciplined.

Positive thinking, self-motivated
and flexible.

Soft spoken, dedicated and
honest.

Positive Attitude.

Team Work

Logical and quick thinker.

Time bounded

Target oriented

Team leading and leadership.

Punctual

Languages

English

Urdu

Pashto

- Perform daily credit card allocation for payment received and report to Financial Controller for any disputes.
- Audits credit card charges, prepares them for transmittal and reconciles the accounts on monthly basis.
- Any dispute must reported to Financial Controller immediately and conduct prompt action to resolve all dispute.
- Responsible for all travel agent commissions payable, properly entered and settled on a timely basis.
- Perform checking on commission imposed from all travel agent before payment.
- Responsible for accounts, statements, and follow-up letters mailed on a timely basis.
- Conduct a credit meeting monthly with department head concern.
- Prepare minutes of meetings and send out on promptly basis for follow up action.
- Follow up on issued raised in credit meeting to ensure closure of issue.
- Work closing with Financial Controller.
- Responsible for necessary information in regard to overdue accounts supplied to proper persons for follow-up.
- Assisting Financial Controller to gather data for cash-flow forecast when needed.

Computer Operator

DHL Peshawar KPK, Pakistan

**Nov, 2012
– Oct, 2016**

- Provides data by operating a computer.
- Determines sequence of operations by studying production schedule.
- Performs defined tasks per documented instructions/processes.
- Prepares equipment for operations by accessing software in computer.
- Makes appropriate changes to the documentation, as needed.
- Monitors and manipulates daily system jobs.
- Starts operations by entering commands.
- Maintains operations by monitoring error and stoppage messages, observing peripheral equipment, and making adjustments in the process.
- Generates reports from batch jobs and distributes to end-users.
- Maintains incident logs for all monitored systems.
- Resolves user problems by answering questions and requests.
- Ensures operation of equipment by completing preventive maintenance requirements and tests and following manufacturer's instructions.
- Troubleshoots malfunctions.
- Continuously monitors and reacts to IT operations processing schedule.
- Maintains supply inventory by checking stock to determine inventory level.
- Maintains client confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related as needed.

Reference

To be furnished upon request