

UMER MUSTAFA

ADMIN & DOCUMENTS CONTROLLER

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United Arab emirates

JOB REFERENCE: ADMIN & DOCUMENTS CONTROLLER

Dear Hiring
Manager,

I am writing to express my interest in the Admin And Documents Controller position advertised by Company. With four years of experience in both administrative and Documents Controlling functions, I am excited about the opportunity to contribute to your team and leverage my skills to support your company objectives.

In my previous roles, I have developed a strong foundation in managing diverse responsibilities spanning administrative and Documents Controller's domains. I am adept at streamlining processes, enhancing efficiency, and fostering a positive work environment. My experience has equipped me with the skills to handle various administrative tasks such as scheduling, correspondence management, and office organization with precision and professionalism.

Throughout my career, I have consistently demonstrated my ability to prioritize tasks effectively, adapt to evolving priorities, and collaborate seamlessly with colleagues and stakeholders across departments. I take pride in my attention to detail, strong organizational skills, and commitment to delivering high-quality results in a fast-paced environment.

I am particularly drawn to your company reputation of the company culture, values, or initiatives. I am eager to contribute to my company success by leveraging my expertise in administrative and Documents Controller functions to support the team and contribute to achieving organizational goals.

Thank you for considering my application. I am enthusiastic about the opportunity to further discuss how my skills and experiences align with the needs of company.

Warm Regards:
Umer Mustafa

UMER MUSTAFA

ADMIN AND DOCUMENTS CONTROLLER

CONTACT DETAILS:

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United Arab Emirates ,Dubai.



PROFILE SUMMARY

A seasoned Administrative and Documents Controller professional with four years of experience, adept at managing diverse responsibilities in both administrative and Document's Controll functions. Proficient in streamlining processes, enhancing efficiency, and fostering a positive work environment. Skilled in handling various administrative tasks such as scheduling, correspondence management, and office organization.

SKILLS AND KNOWLEDGE

Soft Skills:

- **Problem-Solving:** Ability to identify and resolve issues efficiently.
- **Organizational Skills:** Proficiency in managing tasks and priorities effectively.
- **Communication:** Clear and effective exchange of information.
- **Analytical Thinking:** Capacity to examine and interpret complex data.
- **Critical Thinking:** Objective evaluation to make informed decisions.
- **Team Collaboration:** Working effectively with others towards common goals.
- **Adaptability:** Flexibility to adjust to changing circumstances.
- **Customer Service:** Attentiveness and responsiveness to customer needs.
- **Strategic Planning:** Developing long-term plans to achieve objectives.
- **Leadership:** Guiding and motivating others towards success.

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Technical Skills:

- **HRIS Management:** Human Resources Information Systems (HRIS) such as SAP SuccessFactors, Workday.
- **Microsoft Office Suite:** Advanced skills in Microsoft Excel for data analysis, reporting, and spreadsheet management.
- **Payroll Systems:** managing employee compensation, and tax compliance.
- **Online Collaboration Tools:** Familiarity with online collaboration platforms such as Microsoft Teams, Slack, or Zoom for conducting virtual meetings, facilitating team communication, and collaboration.
- **Database Management:** Basic understanding of database management systems (DBMS) such as MySQL, Microsoft Access, or PostgreSQL for data storage, retrieval, and management..
- **Social Media Management:** Basic knowledge of social media platforms (LinkedIn, Twitter, Facebook) for employer branding, recruitment marketing, and talent sourcing.

EDUCATIONAL HISTORY

Bachelor's of Science in Software Engineering: University of Haripur, KPK -2019

Higher Secondary Education : Jinnah jam e School & College- 2015

WORK HISTORY

ADMIN & DOCUMENTA CONTROLLER AT TRUST LINK FINANCIAL JUNE-2023 TO APRIL-2024

Key Activities & Responsibilities:

- **Administrative Tasks:** Managing office operations, including office supplies, equipment, and facilities.
 - Handling correspondence, emails, and phone calls, and responding to inquiries promptly.
 - Overseeing reception duties, greeting visitors, and directing them to the appropriate personnel.
 - **Controlling Documents :** Documents controlling involves managing the creation, storage, retrieval, and distribution of documents within an organization to ensure accuracy, accessibility, and compliance.
 - **Compliance and Legal Responsibilities:** Assisting in the preparation of reports and documentation for audits or regulatory compliance reviews.
 - **Employee Engagement and Culture:** Supporting employee engagement initiatives, such as organizing team-building activities, events, or recognition programs
 - **Training and Development:** Tracking employee training completion and maintaining training records.
 - **Special Projects and Initiatives:** Collaborating with cross-functional teams on projects requiring administrative or HR support.
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ADMINSTRATER ASSISTANT at Pakistan Telecommunication Company Limited-MARCH-2021 TO FEB-2023

Key Activities & Responsibilities:

- **Executive Support:** Provided comprehensive administrative support to departmental heads and executives.
 - **Meeting Coordination:** Coordinated meetings, conferences, and appointments for executives and departmental teams.
 - **Documentation and Filing:** Maintained organized filing systems and documentation, both physical and electronic.
 - **Office Management:** Liaised with vendors and suppliers for procurement of office supplies and services.
 - **Communication and Correspondence:** Responded to inquiries, requests, and complaints promptly and professionally.
 - **Team Support:** Assisted colleagues with administrative tasks and projects as needed, fostering a collaborative work environment.
 - **Confidentiality and Compliance:** Handled confidential information and sensitive documents with discretion and confidentiality.
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LANGUAGES

- English
- Urdu
- Hindi
- Punjabi
- Pashto

Reference will be provided on demand