



USAMA MUMTAZ

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Dubai-United Arab Emirates

Position Applying For: Office Assistant

PERSONAL DETAILS:

Name: USAMA MUMTAZ
Date of Birth: 13th Sept, 1993
Gender: Male
Marital Status: Married
Nationality: Pakistani
Religion: Muslim

PASSPORT DETAILS:

Passport No.: AN0272602
Date of Issue: 05/10/2021
Date of Expire: 04/10/2026
Place of Issue: Jhelum, Pakistan
Visa Status: Visit Visa (2) Months
Expire: 29th Jan, 2024

LANGUAGES KNOWN:

English, Urdu & Punjabi:
Reading, Writing & Speaking

EDUCATION QUALIFICATION:

- Intermediate in Commerce (I.com)
from BISE, Lahore, Pakistan
(2012 – 2013)
- High School (Metric in Humanities)
from BISE, Lahore, Pakistan
(2009 – 2010)

ADDITIONAL QUALIFICATION:

- Certificate in Computer Application
& Office Management from-
(Lahore, Pakistan)

PROFESSIONAL SKILLS:

- Ability to learn new concepts quickly
- Good Communicational and Interpersonal Skills
- Hard working Team Member
- Always keep on smiling under pressure.
- Efficient and well behaved person.
- Extremely hardworking self motivated and able to work independently.
- Keep excellent inter personal relations with colleagues and ready to help them

Career Objective:

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where I Can encourage and permitted to be an active participant as well vital contribute on development of the company

Computer Skills:

- Ms Office, Excel & PowerPoint
- Desktop Support & Operating systems
- IPEX System Support
- System Administration
- Internet & Emails

Work Experience:

M&P EXPRESS LOGISTICS PVT LIMITED

Position : Office Assistant
Duration : Feb, 2018 to Aug, 2023
Location : Lahore, Pakistan

Duties & Responsibilities:

- Welcoming guest and serve beverage to them.
- Keep the office clean and functional.
- Report any malfunction and damages to maintenances.
- Take photocopies of documents and give to the corresponding staff.
- Pick up deliveries for the staff.
- Help the staff to carry heavy objects.
- Make sure all the meeting rooms are clean before and after.
- Resolve office-related malfunctions and respond to requests or issues
- Coordinate with other departments to ensure compliance with established policies
- Maintain trusting relationships with suppliers, customers and colleagues
- Perform receptionist duties when needed

H&F ENTERPRISES PVT LIMITED

Position : Office Assistant / Documents Controller
Duration : Jan, 2017 to Dec, 2017
Location : Lahore, Pakistan

Duties & Responsibilities:

- Copy, scan and store documents
- Check for accuracy and edit files, like contracts
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement
- Prepare ad-hoc reports on projects as needed

Declaration:

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience

Usama Mumtaz