



# Umer Aziz

## Accounts/Admin Assistance

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Dubai, United Arab Emirates

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Dedicated Accounts Assistant/Admin Assistant with a solid history of streamlining operations and ensuring optimal inventory management. Recognized for steadfast reliability, unparalleled integrity, and swift adaptability to intricate processes. Expert in overseeing accounts, responding to queries, and maintaining accurate financial records. Pivotal in fostering a collaborative team environment, championing skill development, and maximizing operational efficiency. Committed to achieving business objectives, my unique blend of Administration and financial expertise positions me as an essential asset to any dynamic organization. Acquired highly developed sets of skills with a proven ability to manage personnel and programs, timely response to queries, improve processes, and accomplish objectives regardless of budget cuts and time constraints. To secure a position that will utilize my organizational abilities and educational background and be an active part of the company in achieving its goals.

## WORK EXPERIENCE

### Admin/Accounts Assistant

Storall LLC

10/23 to present.  
(U.A.E)

Dubai

#### Achievements/Tasks

- Responded to customer Queries, ensuring timely evaluation of any inconvenience, and optimizing operational readiness.
- Conducted disciplinary and grievance sessions, leveraging company guidelines to defuse potential conflicts.
- Undertook daily inspections, focusing on ensuring optimal safety and security standards.
- Crafted product sales strategies, streamlining processes and ensuring swift demand fulfillment.
- Developed comprehensive purchasing plans aligned with overarching business goals and targets.
- Managed operations with a keen focus on achieving sales, and margins, and operating within prescribed budgets.
- Empowering systems with critical thinking, and a customer-focused approach to ensure seamless operations.
- Developed a strong relationship with clients and gained positive feedback.
- Executed all my skills and managed (AWR) AI-Rostamani's Lifestyle Account and providing administrative services.
- Answered phone calls and handled Emails.

### Warehouse Admin

Nadeem and brothers

04/21 to 07/23.

Pakistan

- Evaluated product quality, consistently achieving superior customer satisfaction ratings.
- Led training and performance evaluation, effectively elevating team productivity.

## EDUCATION

### Master of Science - Physics

Khwaja Fareed University of Engineering & Information Technology (KFUEIT)

07/2020

Pakistan

## SKILLS

Technical Proficiency

Administration

Time Management

Problem Solving

Safety Protocols

Purchasing Strategies

Organizational Skills

Product Evaluation

Analytical Thinking

Customer Satisfaction

Operations Management

Client Relations

Process Optimization

Budget Management

Communication

Compliance Management

Problem Solving

Quick response to Queries

Resourcefulness

Accounts Management

Workflow Management

Team Leadership

## CERTIFICATES

Diploma in Accounting and Office Management  
(01/2023)

The Grace Institute

## LANGUAGES

English

● ● ● ● ●

Urdu

● ● ● ● ●

Hindi

● ● ● ○ ○

Arabic

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# TECHNICAL SKILLS

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Microsoft Office (Word, Excel, PowerPoint & Outlook)

Administration

Warehouse Management System

# REFERENCES

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Available upon request.

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