



Zeeshan Ali

Dubai, United Arab Emirates

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Professional Summary

Highly organized and detail-oriented Office Assistant with over 10 years of experience in administrative support and office operations. Proven ability to manage documentation, coordinate logistics, and deliver exceptional service in fast-paced environments. Skilled in maintaining a well-stocked office, delivering documents efficiently, and providing top-notch hospitality to staff and visitors. Adept at multitasking, maintaining confidentiality, and contributing to overall organizational success.

Professional Experience

Office Assistant (Outsourcing Staff)

Emirates NBD Bank, Dubai, UAE

2014 - Present

- Provided comprehensive administrative support, including document filing, data entry, and correspondence management.
- Delivered documents and reports to various Emirates NBD departments promptly and as per requirements.
- Managed the office stationery store, ensuring inventory was well-stocked, organized, and efficiently distributed.
- Coordinated with staff to arrange workspaces, resources, and materials to maintain seamless operations.
- Served staff and visitors with beverages, including tea, coffee, and water, ensuring a welcoming environment.
- Prepared meeting rooms with necessary materials and refreshments for smooth execution of meetings.
- Assisted in maintaining accurate records and tracking office supplies to prevent shortages.
- Adhered to organizational policies while ensuring confidentiality and professionalism in all tasks.

Education

High School Certificate

Jinnah College of Commerce, Jhelum, Punjab, Pakistan

2014

Skills

- **Administrative Support:** Expertise in managing office operations, schedules, and logistics.
- **Document Delivery & Coordination:** Experience in efficiently delivering documents to departments and ensuring timely communication.
- **Hospitality Services:** Skilled in serving staff and visitors with refreshments to enhance workplace comfort.
- **Stationery and Inventory Management:** Proficient in maintaining and organizing office supplies.
- **Time Management:** Strong ability to prioritize and complete multiple tasks within deadlines.
- **Communication:** Effective verbal and written communication skills for seamless collaboration.
- **Technical Proficiency:** Familiar with Microsoft Office Suite (Word, Excel, PowerPoint).

Languages

- English (Fluent)
- Basic Arabic

Additional Information

- Valid UAE Driving License