MUKHTAR WARIS

OFFICE ASSISTANT

+971 553898799
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K-3, Greece Cluster, International City, Dubai, Dubai, 00000, United Arab Emirate

PERSONAL DETAILS

Date of birth
6th May 1990

Nationality
Pakistani

Visa status
Visit

Marital status
Married

LANGUAGES

English

Urdu

Hindi

Balochi

Arabic

ABOUT ME

I am a highly motivated and detail-oriented office assistant with experience in providing executive-level administrative support. Skilled in managing office operations, organizing files and records, scheduling appointments, and responding to inquiries. Proficient in MS Office Suite, email management, and calendar coordination. Possess excellent communication and multitasking skills. Adaptable to changing environments and able to work independently or as part of a team. I am seeking to leverage my skills and experience to contribute to a dynamic organization.

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT

MEKRAN MEDICAL COLLEGE TURBAT | TURBAT
OCT 2017 - NOV 2023

- Sorted, distributed, and tracked incoming and outgoing mail.
- Performed data entry and document scanning.
- Answered telephones to give information to callers, take messages, or transfer calls.
- Manage confidential information discreetly, respecting privacy policies.
- Proficiently operated computer programs, including Microsoft Office Suite, for various tasks.
- Scheduled meetings and appointments for management staff while managing calendars efficiently.

OFFICE ASSISTANT

TEACHING HOSPITAL TURBAT, KECH | TURBAT
JUN 2014 - OCT 2016

- Assist in the implementation and maintenance of backup and disaster recovery procedures to ensure data integrity and availability.
- Conduct user training sessions to promote awareness of IT policies, security best practices, and the efficient use of technology resources.
- Collaborate with vendors to troubleshoot and resolve technical issues, manage warranty claims, and coordinate equipment repairs or replacements.
- Participate in the planning and execution of technology-related projects, ensuring successful implementation and integration into existing systems.
- Stay informed about industry trends, emerging technologies, and best practices, and make recommendations for continuous improvement to enhance overall IT efficiency.

EDUCATION

BACHELOR OF ARTS

UNIVERSITY OF BALOCHISTAN, QUETTA | QUETTA
2014

CERTIFICATE INFORMATION TECHNOLOGY

MEKRAN INSTITUTE OF INFORMATION TECHNOLOGY |
TURBAT
2017

SKILLS

Hardware & Software Installation	Technical Proficiency
Communication Skills	Record Management
Helpdesk Support	Documentation
Team Collaboration	Troubleshooting
Drafting Letter & Email's	