



Said Ul Amin

Date of birth: 10/05/1999 | **Nationality:** Pakistani | **Phone number:**

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Address: SHARJAH INDUSTRIAL AREA 15 BUILDING 16 P.O BOX 656 UAE ,
SHARJAH, United Arab Emirates (Work)

WORK EXPERIENCE

07/11/2022 – 17/03/2023 DOHA , Qatar

ADMINISTRATION/IT FARUK HUSSAIN (FQB CLEANING AND HOSPITALITY)

As a representative of my company, I am responsible for overseeing all aspects of administration and management. My role encompasses a broad range of tasks, from managing daily operations to implementing long-term strategic plans. With a degree in computer science, I also utilize my technical expertise to streamline processes and improve efficiencies across the organization. Whether coordinating projects, managing budgets, or providing leadership to my team, I am committed to delivering results that drive success for my company.

EDUCATION AND TRAINING

01/01/2017 – 21/11/2021 SWABI, Pakistan

BACHELOR IN COMPUTER SCIENCE UNIVERSITY OF SWABI

Address POST OFFICE SWABI PAKISTAN , 23430, SWABI, Pakistan | **Website** <https://uoswabi.edu.pk/>

LANGUAGE SKILLS

Mother tongue(s): **PUSHTO**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C1	C2
URDU	C1	C2	C1	C1	C2
ARABIC	B1	C1	B1	B1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office | acconex document controller | Document Control Database and EDMS management | administrative assistant | microsoft outlook | zoom | asana trello

ADDITIONAL INFORMATION

DOCUMENT CONTROLLER

01/02/2021 – 16/11/2021

DOCUMENT CONTROLLER

I worked as document controller in Pakistani construction company. And now I am able to use my previous experience of document controller to manage documentation, ensuring the accuracy and completeness of all documents. strong organizational skills, including the ability to manage multiple projects and prioritize tasks effectively proficient in using document management software, such as EDMS and ACCONEX

ADMINISTRATIVE ASSISTANT

CURRENT

ADMINISTRATOR

Highly organized and detail-oriented administrative professional with 3 years of experience in providing efficient administrative support. Seeking a position as an Administrative Assistant to contribute to the smooth operation of the organization and facilitate effective communication.

SKILLS:

- Provided comprehensive administrative support to the management team, including calendar management, travel arrangements, and expense reporting.
 - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
 - Experience in managing calendars, scheduling meetings, and coordinating travel arrangements.
 - Knowledge of office management procedures and record keeping.
 - Managed office supplies and inventory, ensuring availability of necessary materials.
 - Handled incoming and outgoing correspondence, including phone calls and emails, and responded promptly to inquiries.
 - Assisted in organizing and coordinating company events and employee training sessions.
 - Maintained confidential files and records, ensuring accuracy and confidentiality.
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