**RESUME**

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**NAEEM AKHTER**

***Personal Details***

Profile Male

Nationality Indian

Date Of Birth 28th-June-1974

Current Location UAE in Visit visa

Years of Experience 6 years in Dubai & Total 12 year.

Ideal next Job **Office Administrator**

***Employment Details***

A studious, detail-oriented professional is seeking employment as OfficeAdministrator in a company. Which can Offer fresh perspectives and variety of Administrator responsibilities to a talented individual and a team Player, I believe that My Academic background and business based work experience provide with an excellent foundation to make Valuable contribution to the continuing Success of your Organization.

**Jan-2017- Till Now**

Company: **S.A Enterprises, xalta Food & beverage Pvt. Ltd. (S.S)Varanasi, India**

Job Title: **Manager**

System: **Tally ERP-9&MarkERP-9&On Line Company (PPMS) Software**

**March-2013- Dec-2016**

Company: **S.A Enterprises, Pepsi dealer, India**

Job Title: **Manager**

System: **Tally ERP-9& On Line Samna Software**

**Jobs Involved: -** My duties daily that help the Organization run effectively and efficiently, this being:-

Co-coordinating with Dealers and salesman and make necessary actions.

Organize the office’s operations and procedures by undertaking several administrative tasks eg.Implementing a new filling system..

Closely monitoring arrival of new products in the world area and try to establish business relationship with prospective suppliers in their respective filed.

Check and verification of cash & bank receipt payment. Voucher with required supporting document.

Daily bank balance confirms. With confirm RTGS & NFT payment.

 Stock replenishing according to sales forecast and market demand.

Generating reports and analyzing nonmoving items, no stock items date reorder levels.

Page 1/2

**Dec’2008- Jan’2013**

Company:**Eskander Ahmad – Deira Dubai UAE**

Job Title**: Office Administrator.**

System: **Tally 9**

**Dec’2007- Dec’ 08 (On 2 Visit Visa)**

Company: **Al-Manal Contracting (al-Ghorair Group of Company, Dubai UAE**

Job Title:**Office Administrator on Al Gharoud side**

**Jobs Involved: -** My duties daily that help the Organization run effectively and efficiently, this being:-

Leadership capability in handling the support staff excellent co-ordination and liaison capabilities good team player and motivating colleagues Knowledge of trade practices of various industries client alignment and professional integrity ability to work under pressure and meet the stringent deadlines.

To be able to work under pressure when given a task that is of vital importance to the organization.

Utilized on a daily basis the accounting system of the company and assisted with monthly reports and invoicing. & maintenance Accounts payable, Accounts receivable.

Manage and maintain the filling system that has been implemented into the organization e.g. information system.

 Managing Local purchase. Read Drawings & make was quotations and Invoices.

Double-checked forms and various papers for accuracy, editing or consulting supervisor when required

Ensure that the outgoing and incoming mail is allocated to the right department within the organization.

Organize and assist follow employees with meetings, conferences and direct telephone calls when required.

prepare annual estimates of expenditure maintain budgetary and inventory control and make recommendation to management.

*Educational Details*

*Degree****: B.Com*** - **Bachelor of Commerce (Honors’) –**Attested from Ministry of UAE

University: **Banaras Hindu University (BHU), India**

Other Qualification & Certifications

Certificate in Financial Accounting (C.F.A) from NAVODAY INSTITUTE at Varanasi (India)

***My Skills***

12 Years’ Experience.

Ability to use own initiative and be proactive about solving problems.

Adaptability and Integrity.

Overall understanding of Revenue Distribution, payroll, general ledger, etc.

Ability to manage multiple tasks and meet deadlines.

Possess strong analytical skills.

Ability to maintain a customer service demeanor and professionalism in sensitive and challenging

Situations.

Pleasant and presentable appearance, phone demeanor, and strong customer-oriented communication skills.

***Computer Skills and Software Used***

Working Knowledge in Integrate Accounting and Management system **TALLY &**on line software

Extensive knowledge of MS Word, Excel, Database & Word processor

Well versed in preparing Management Report in MS Excel

Internet & Email Application

***References***: - Available on request

***My Believe***: - “Observe the word “IMPOSSIBLE “carefully … you can see “I’M POSSIBLE

…. What really matters is your attitude and perception

NAEEM AKHTER Page 2/2