



MOHAMMAD MAZHAR ALI

ADMINISTRATIVE OFFICER/ EXECUTIVE SECRETARY

CAREER OBJECTIVE

To prove myself dedicated, worthy and energetic in a progressive organization that gives me scope to apply my knowledge and skills and be a member of team that dynamically work towards success and growth of the organization.

CONTACT DETAILS

+971 56 116 9397
+971 56 401 6812

ali.mazhar52@gmail.com

Abu Bucker Buldg, 3rd Flr, Room # 20
Deira, Dubai, UAE

COMPUTER & TECHNICAL SKILLS

- MS Office Suite
- Tally
- Diploma in AutoCad Draghtsman
- Certified Training for Real Estate Brokers from Dubai Real Estate Institute Dubailand Department (RERA Broker No. 33732).
- Certified training on Dubai Customs, Mirsal 2 Declaration E-services.

PERSONAL INFO

- Name of father: Mohammad Jaffar Ali
- Date of Birth : 21 October 1987
- Sex : Male
- Nationality : Indian
- Religion : Islam
- Marital status : Married
- Visa status : Employment

SYNOPSIS

- A dynamic and experienced administrative officer / Executive Secretary with 12+ years of professional experience distinguished by commended performance and proven results. Extensive experience in HR broadly People Management skills, Training & Development, Policies & Procedures, & Personnel Management.

ACADEMIC QUALIFICATIONS

2009 | **Osmania University**
Bachelor of Commerce
2006 | **Little Flower Junior College**
Board of Intermediate
2004 | **Board of Secondary School**

EMPLOYMENT HISTORY

AMAYRA PERFUMES TRADING (MAKKAJ) | ADMINISTRATIVE OFFICER
November 2018 till date (2.10 Years)
DUBAI - UAE

Responsibilities / Duties performed

- Assisting PRO in the new Visa and renewal process.
- Assist in payroll preparation by providing relevant data such as absence, overtime, and leaves.
- Maintaining employee files and updating them with soft and hard copies.
- Acting as the point of contact between the executives and Internal/External clients.
- Maintaining Vendor contracts, Trade License, Ejari, and all other important documents related to company and MD's personal.
- Purchasing stationery items and maintaining Office stationery
- Managing repair, maintenance & replacement of office equipment's, office furniture, vehicles etc.
- Maintaining a daily task list. Arranging meetings and taking appointments with individual on a priority basis
- Booking air tickets for employees and MD & Family
- Keeping records of skyward accounts for MD & Family
- Sales Coordination and order taking functions.
- Processing Annual leave and visa cancellation for the employees
- Processing and timely renewing the medical insurance for all the employees

PASSPORT DETAILS

- Passport No : S 5817033
- Date of Expiry : 23/05/2028

LANGUAGES KNOWN

- English
- Arabic
- Urdu
- Hindi
- Telugu

PROFESSIONAL & PERSONAL SKILLS

- A good team player and can adjust to any situation.
- Ability to handle multiple assignments.
- Hardworking, self-motivated, and dedicated.
- Strong Analytical & Problem-Solving skill
- Responsible and reliable along with great leadership qualities.

- Keeping track of the vehicle insurance and registration and renewing it accordingly.
- Preparing and renewing tenancy contracts

AJMAL REAL ESTATE (AJMAL GROUP OF COMPANIES) | EXECUTIVE SECRETARY

March 2014 to October 2018 (4.7 Years)

DUBAI - UAE

Responsibilities / Duties performed

- Taking dictation from the MD
- Preparing Correspondence letters on behalf of the MD, including the drafting of general replies
- Developing and carry out an efficient documentation and filing system
- Reminding the subjects on a priority basis
- Coordinating with the various departments within the corporate office and all branch offices.
- Hotel booking and issuing air tickets for MD & family.
- Managing repair, maintenance & replacement of office equipment's, office furniture, vehicles etc.
- Maintaining personal properties of MD
- Preparing and renewing tenancy contracts
- Event Management, organizing meetings, conferences, making travel arrangements and hotel reservations including visas for guest and foreign delegates.
- Handling all the documentation work
- Assisting MD in all aspects of company activities.
- Processing personal payments of MD before the deadline including credit card etc.

MANPOWER RECRUITING EST. | ADMINISTRATIVE ASSISTANT

December 2009 to August 2013 (3.9 Years)

DAMMAM – KSA

Responsibilities / Duties Performed

- Handling calls, Encoding, Filing, Updating, Scheduling the appointments, Communication and Interaction etc.
- Drafting mail according to the boss requirement
- Attending meetings, taking minutes and keeping notes.
- Assist in the planning and preparation of meetings and conferences.
- Handling the employee problems/request on a daily basis in line with the general manager.
- Sorting and distributing incoming posts and organizing and sending outgoing post
- Liaising with colleges and external contacts to book the travel and accommodation
- Using a variety of software packages, such as Microsoft Word, Excel and Powerpoint to produce correspondence, documents and presentations.
- Maintaining daily records of Petty cash and cross verifying with the bills.
- Coordinating with the various travel agents for recruiting of Manpower.

RELIANCE FIRE & SAFETY PVT LTD | OFFICE ASSISTANT
July 2008 to November 2009 (1.5 Years)
HYDERABAD - INDIA

Responsibilities / Duties Performed

- Provide full secretarial and admin support to the project team and department to ensure the smooth running of the department operations.
- Maintain records of Engineers and assist in their movements.
- Preparing minutes of the meeting and maintain records for the operation and project team.
- Develop and maintain document control process for the efficient management.
- Supporting the officers and project team in daily admin roles assist to keep stock of stationary supplies for the department.
- Taking dictation from the General Manager and drafting letter accordingly.

DECLARATION

I hereby declare that the details furnished above are true to the best of my knowledge and belief.

MOHAMMAD MAZHAR ALI