Ali Murtaza

Contact: +971555210714
Email: aliimurtaza17@gmail.com
Employment Visa

CAREER OBJECTIVE:

Solid Experience as Office Assistant Position at VGC Company That Demands Good Data Entry and Accounting Skills

CAREER PROFILE/SKILLS:

- **Tally Erp9 Basic**
- **Microsoft Office**
- **Documentation**

Organization:	**VGC Building Contracting LLC**
	(Construction Company)
Tenure:	April 2018 – Now
Designation:	Office Assistant

Responsibilities:

- Handling incoming calls and other communications.
- Entering Invoices in Tally.
- Preparing Daily Rental Equipment Request.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodations and
- Reservations needs as required.
- Coordinating events as necessary.
- Maintaining supply inventory.
- Maintaining office equipment as needed.
- Aiding with client reception as needed.
- Experience as a virtual assistant.
- Creating, maintaining, and entering information into databases.
- Coordinate with Supplier For Tax Invoices.

Achievement:

- Answering phone calls.
- Providing preliminary information to customers.
- Maintaining databases and filing systems.
- Coordinating appointments and meetings.
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ACADEMIC EDUCATION:

DEGREE/CERTIFICATION	EXAMINING BODY:	YEAR
Intermediate	Hashmi Inter College	2016
CCNS Expert	CMS Institute	2014

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office**   (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel**   (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)
- **CCC**   **(** Course On Computer Concept **)**

PERSONAL INFORMATION:

Father's Name   :   Ziya Haider
Date of Birth   :   15/07/1997
Driving License   :   Nil
Passport NO   :   N6798209
Nationality   :   INDIAN

REFERENCE:

Reference will be furnished on demand.