

# FAHAD MOHD ZARIF

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## PROFESSIONAL SUMMARY

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Detail-oriented Office Assistant with 3 years of experience in administrative and accounting support. Proficient in managing financial records, data entry, and using accounting software.

## SKILLS

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- **Technical Skills:**

- Microsoft Office Suite (Word, Excel, PowerPoint)
- Accounting Software (Tally, QuickBooks)
- Email Management
- Internet Research

- **Soft Skills:**

- Strong communication and interpersonal skills
- Excellent organizational abilities
- Attention to detail and accuracy

## Experience

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### Office Assistant

Moov by Al-Futtaim

May, 2021 – Present

- Configure and maintain employee workflows within the HRMS.
- Managed office supplies and inventory.
- Assisted in bookkeeping and maintained financial records.
- Developed and maintained filing systems for invoices and receipts.

### Administrative Assistant

Vodafone India

April 2019 – May 2021

- Provided administrative support, including data entry for accounts payable and receivable.
- Generated monthly financial reports and assisted in budget preparation.

## EDUCATION

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### **Bachelor of Commerce**

M.J.P.R.U – Bareilly

July, 2016 – May 2018

## ADDITIONAL INFORMATION

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- Available for flexible hours including night shifts for maintenance activities.
- Committed to the values of respect, integrity, collaboration, and excellence.

## LANGUAGES

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- Hindi (Native)
- English (Fluent)
- Arabic ( Beginner)

## DRIVING LICENSE

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- LMV ( 3 )

## REFERENCES

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Available upon request.