

MUHAMMAD SADEEQ ABDUL LATIF

Document controller / Office Admin



PERSONAL INFORMATION

- ✓ +971 55 3795710
- ✓ dr.sadeeqahmed@gmail.com
- ✓ Near ADCB Metro station
Dubai UAE
- ✓ Pakistani
- ✓ English, Urdu,
- ✓ 11-09-1988
- ✓ Unmarried

Summary

Effective knowledge in a variety of computer system and programs including Microsoft Excel, Microsoft Word, Power point, Payroll systems, Also coral draw and In page (for Arabic) with good typing Speed.....

Document Controller and Administrator with over 8 years' experience and a record of working to high standards. Effectively able to resolve difficult admin & computer situations.

Experience:

- Data Entry Operator & Customer Services in **Pure Health** at **Dubai Airport.** (Aug 2020 – March 2022)
- Office Administrator and Document Controller in **Al Tafahom Contracting LLC-Dubai** (Nov 2017 – July 2020)
- Logistic Officer in **Safe Wall LLC- Dubai** (Part Time)
- Office Administrator and Document Controller in **Aims Grammar High School - Pakistan** (March 2012-Oct 2017)

Education:

- **Bachelor of Arts** (B.A) University of the Punjab, Lahore, Pakistan (Degree Attested)
- **Diploma Male Nursing** Three Year (Punjab Pakistan) Attested
- **Diploma of Office Management** (Chenab college) (Pakistan)
- **DHMS** (Diploma in Homeopathic Medical Science (Pakistan)

Responsibilities:

- Organize, compile, and update company personnel records and documentation.
- Prepare, manage and store paperwork for HR policies and procedures
- Take charge of all document identification, classification and filing.
- Answer telephone calls and provide needed information
- Confirm to company enforced specifications and Document Control Procedures.
- Help in payroll management, preparation and payment.
- Ensure proper organization and security of documents (paper and electronic)
- Prepare quotation and LPO's
- Proficiency in a wide range of computer applications.
- Handling cash receipts, Payments & Cheque collection/Deposit.
- Performed administrative duties including faxing, filing and outgoing mails.
- Managed office equipment maintenance.
- Data Entry with good typing speed in English & Arabic
- Providing advice and input to logistic department plans as necessary.
- Assist IEC logistics department with regard to budget and staffing issue.
- Assist ELECT where house and assets Management staff as required.
- Prepare report as required.

Technical Skills:

- Good Command on Data Entry (English & Arabic)
- FTA for VAT filling, Book keeping and Documentation
- RTA renewal
- Software and hardware installation.