

WAHAB LATEEFAYOWOLE

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Abu Dhabi, UAE



CAREER OBJECTIVE

Dedicated Administrative Assistant with 11 years of experience providing administrative support to senior executives, accompanied by a proven track record of maintaining efficient office operations. Proactive Logistic Assistant with demonstrated leadership abilities, strategic planning expertise and problem-solving acumen. Assists senior managers with accomplishing demanding targets by encouraging staff and coordinating resources. Methodical and well-organized in optimizing coverage to meet operational.

EXPERIENCE

TESC Contracting LLC

Administrative Assistant – May 2021 to Jun 2022

Dubai, UAE

Duties & Responsibilities: -

- Communicating with employees.
- Communicating with Upper Management.
- Taking records of all the employees on duty.
- Sending email to clients.
- Strong communication skills to complete their job duties in an effective manner.
- Scheduling appointments.
- Assist with day to day operation of an office, e.g. Filing paper work, answering phone calls and Preparing documents for meetings.
- Sending emails.

Towers Technology Contracting Co. LLC

Logistics Assistant – Feb 2017 to Apr 2021

Dubai, UAE

Duties & Responsibilities: -

- Managed training safety and compliance program.
- Oversaw inventory counts and resolved discrepancies.
- Liaised with human resources to improve recruitment process for staff.
- Created team schedules and coordinated payroll with Accounting department.
- Update computer system with shipment transportation details.
- Completed inventory counts and logged details into computer system.

EDUCATION

- **CLSCMP**
Certificate in Logistics and Supply Chain Management Professional,
Dubai UAE – Apr – Jun 2017
- **Lagos State Polytechnic,**
Isola Lagos State, Nigeria
Higher National Diploma (H.N.D)
Banking and Finance
Grade: Upper Credit – 2008 to 2011
- **Federal Polytechnic Ede,**
Osun State, Nigeria
Ordinary National Diploma (OND)
Banking and Finance
Grade: lower Credit – 2004 to 2006
- **Oshodi high School,**
Oshodi, Lagos State, Nigeria
Senior Secondary School Certificate – 1989 to 1995
- **First School Leaving Certificate,**
Lagos Nigeria – 1983 to 1989
- **Standard Computer Academy**
Oshodi, Lagos, Nigeria
Diploma in Computer Operation & Desktop Publishing
– 2002 to 2003

Mohamad Almaazmi & Alaqquad Investment Group LLC

Supervisor – Mar 2016 to Dec 2016

Dubai, UAE

Duties & Responsibilities: -

- Planning and Organizing.
- Provision of working condition.
- Motivation.
- Controlling.
- Reporting.
- Introducing new work method.
- Enforcing discipline.

Al Bait Al Jameel Property MGT LLC

Clerk – Jul 2014 to Jan 2016

Abu Dhabi, UAE

Duties & Responsibilities: -

- Help Organize office activities.
- Compile financial Records.
- Assist in filing activities.
- Answer phone Calls.
- Perform basic Bookkeeping duties.

CYBELE Cosmetics Limited

Account Assistant – Jan 2009 to Dec 2013

Lagos, Nigeria

Duties & Responsibilities: -

- Help Reconciliation of Bank Statement.
- Reconciliation of Sundry debtors & creditors.
- Reconciliation of payable salaries & wages.
- Entry of bank payment voucher.
- Entry of proform invoice.
- Entry of Bank receipt.
- Entry of purchase bills.
- Entry of invoices.
- Entry of journals.
- Filling of document.
- Sending of customer statement monthly.
- Packaging & payment of salary and wages.
- Writing & posting of customer cheque.
- Attending to customer.

Rich son Fire Safety ENT (Certificate of Training)

May 2010 to Jun 2010

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

LANGUAGES

- English
- Arabic

ACCOUNTING PACKAGES & SOFTWARE SKILLS

- Enterprises resources planning (ERP) Ebiz Frame
- SSL Soft Solution Limited
- Microsoft Excel
- Microsoft Office
- Microsoft Word

PERSONAL DETAILS

- Date of Birth : 17/08/1977
- Nationality : Nigerian
- Gender : Male
- Religion : Muslim
- Marital status : Married
- Passport No : A12018126
- Visa Status : Own visa

ADDITIONAL SKILLS

- Communication skills
- Critical thinking
- Negotiation
- Employee performance evaluation
- Staff supervision / Management
- Strategic planning
- Office Administration
- Email Handling
- Office Management
- Operation Management