

Muhammad Saleem Ali

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International City, Dubai

Professional Summary

Highly efficient and diligent administrative office professional with more than five years of experience in admin, customer services and management. Capable leader with excellent skills in delegating responsibilities to others and supervising and evaluating for effective task completion. Enthusiasm for delivering excellent service to customers and other visitors in the office setting. Commitment to upholding company policies and procedures when working with staff members and motivating team. Strong organizational skills and excellent attention to detail when dealing with paperwork.

Work Experience

Admin Officer

Superior College Vehari, Pakistan

Jan 2021 – Dec 2023

- Managed and coordinated multiple daily office operations, prepared cost analysis, and completed detailed reports, ensuring the accuracy of all data.
- Worked on the development and implementation of a new accounting system which significantly increased the efficiency of financial teams.
- Reviewed and maintained confidential documents and files, scheduled and coordinated meetings.
- Ordered and managed office supplies and executed other duties as assigned by the Office Manager.
- Awarded Employee of the Month twice for performing great work
- Preparing budgets, reports and other financial records.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Dealing with any enquiries and complaints and monitoring customer service.

Assistant Admin

Bhatti Construction Company, Vehari

Jan 2018 – Dec 2020

- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Greet and assist visitors.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Anticipate the needs of others in order to ensure their seamless and positive experience.
- Support all staff members in documentation.
- Oversee and achieve organizational goals while upholding best practices.

Education

MSC Economics	The Islamia University of Bahawalpur	2008-2010
Graduation	Bahauddin Zakariya University Multan	2006-2008

Certificates

- Computer Application & Database Management System
 - MS Office
 - Environmental Management System Awareness
 - NEBOSH
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Areas Of Expertise

- Customer service
 - People management
 - Cash management
 - Problem solving and Multitasking
 - Delegating
 - Communication
 - Organising
 - MS Office
 - Adaptability
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References

Available on request