



Anish khan

Senior Administrative Officer

Contact

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Skills

Communication
Advanced

Time Management
Advanced

Problem Solving
Advanced

Initiative
Advanced

Team Planning
Advanced

Adaptability
Advanced

Interpersonal
Advanced

Self-motivated and result-driven administrative professional with over 12 years of experience in administration and documentation. Proven track record of efficiently overseeing administrative tasks and maintaining meticulous documentation system. Possess strong documentation skills and a keen eye for detail. Committed to delivering high quality work and consistently meeting deadline. Seeking new career opportunity where I can leverage my expertise to contribute to organizational success.

Work History

2017- 2024

Senior Admin Officer Co-operative Bank, Trivandrum, Kerala.

- Managing day to day administrative activities such as handling cash, customer inquiries and ensuring smooth functioning of the branch.
- Maintaining and organizing documents related to accounts transaction, loans and customer information in compliance with regulatory standard.
- Providing excellent customer services by addressing queries, resolving complaints and assisting customer with their banking needs.
- Providing support to the senior management and other departments as needed, including scheduling meeting, preparing document and handling correspondence.
- Overseeing maintenance of the bank's premises, equipment, and facilities to ensure a safe and conducive working environment.

2015 -2017

Document Controller SMEET Ready Mix, Qatar

- Prepared employee timesheets and expense reports.
- Data entry through Share File, PDM System Software and Excel.
- Handling all hard copy and electronic filing
- Responsible for all invoicing to and from clients and vendors
- Created power point presentations for executive quarterly reviews with clients/vendors.

Languages

English
Advanced

Hindi
Advanced

Malayalam
Advanced

Tamil
Advanced

Arabic
Intermediate

Software

MS Office
Advanced

- Assists in documentation control.
- Assist in preparing and managing documentation internally/by subcontractor.
- Ensure accessibility, traceability and accuracy of documents.
- Control workflows management and documents distribution.
- Prepare and manage purchase orders to meet audit requirements

2012 - 2014 **Time Keeper**

Al Ghurair Construction, Ready Mix, Saudi Arabia

- Making monthly workers time sheet.
- Making monthly workers payroll and O.T. report
- Document controlling
- SIMMA- Material Input
- Weight bridge Operation
- Material receiving and entering in the system
- Monthly material inventory
- Reconciliation of Material invoice.
- Making report on daily actual production.
- Office Administration duties
- Reporting to the Plant Manager.

Education

Bachelor of Arts - *University of Kerala*

Diploma in Fire & Safety Engineering

Diploma in Computer Application

Additional Information

Sex: Male
Date of Birth: 29.01.1985
Nationality: Indian
Passport Number: K1677730
Date of Issue: 22.12.2022
Date of Expiry: 21.12.2032
Marital Status: Married
Visa Status: Visit Visa
Visa Validity: 02.09.2024