

Zeeshan Ali

Dubai, United Arab Emirates

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Objective

Proactive and organized professional with a strong foundation in administrative support, seeking an Office Assistant role. Leveraging nearly a decade of experience in office operations, I am committed to ensuring efficient, orderly, and well-supported office environments.

Professional Experience

Emirates NBD Bank

Office Assistant | Dubai, UAE | 2014 - Present

- Assisted in day-to-day office operations, including maintaining inventory, managing filing systems, and handling mail distribution and clerical tasks.
- Supported administrative staff by preparing documents, scheduling meetings, and providing general assistance to ensure smooth office operations.
- Served as the first point of contact for clients and visitors, maintaining a welcoming environment and addressing inquiries efficiently.
- Managed records and performed data entry to support accurate, up-to-date information storage and retrieval.
- Coordinated with colleagues to organize and manage office resources effectively, ensuring all supplies were readily available.

Key Skills

- Office Management: Organized and maintained office supplies and files, contributing to an efficient work environment.
- Client Interaction: Welcomed and assisted clients and visitors, providing prompt responses to inquiries.
- Clerical Skills: Document preparation, data entry, and mail handling.
- Microsoft Office: Proficient in Microsoft Word and Excel for documentation and basic data management.
- Basic Arabic: Basic conversational skills in Arabic for client interaction.

Education

High School Certificate

Jinnah College of Commerce, Jhelum, Punjab, Pakistan, 2014

Languages.

English: Fluent

- Arabic: Basic

- Additional Information.

UAE Driving License