

SAMEER ALI

Document Controller / Administrative Assistant /
Office Assistant / Data Entry Operator

+971502557454
Sameeralinaseer1@gmail.com
linkedin.com/in/sameerali05/
Deira, Dubai

SUMMARY

Detail-oriented Administrative Professional with over 4+ years of experience in document management, office operations, and administrative support. Adept at organizing and distributing documents/mail items, maintaining accurate records, and ensuring compliance with company procedures. Skilled in preparing and managing documents, including photocopying, scanning, binding, laminating, and filing, while keeping systems organized and up to date. Proficient in ordering office supplies, managing hardware assets, and providing seamless office support such as scheduling, data entry, coordinating meetings, and handling general office administration tasks. Experienced in handling travel management tasks, including driving services and vehicle maintenance. Known for exceptional time management, problem-solving, and delivering quality results under pressure. Committed to maintaining accuracy, efficiency, and professionalism in dynamic office environments.

EXPERIENCE

Document Controller (Finance & Logistics)

06/2020 - 02/2024

Al Rashideen Trading and Distribution of Consumer & Tobacco Products LLC. Dubai

- Manage and organize financial, logistics, and inventory documents in SAP, ensuring records are accurate, up-to-date, and compliant with company policies.
- Streamline access and retrieval of records through efficient document control processes for reporting and audits.
- Ensure secure storage and confidentiality of sensitive documents, including contracts, invoices, financial statements, and inventory records.
- Update SAP with new documents, manage metadata, and maintain proper filing for authorized access.
- Assist in preparing financial, logistics, and inventory reports with accurate documentation for audits.
- Sort, pack, and distribute documents, inventory, or mail, reporting discrepancies to supervisors.
- Provide administrative support, including typing, appointment tracking, and client communication.
- Optimize data entry systems, inventory tracking, and document protocols for efficiency in finance, logistics, and warehouse management.
- Collaborate with teams to ensure smooth document and inventory flow while maintaining compliance with standards.
- Perform storekeeping tasks such as inventory control, stock management, and ensuring organized warehouse operations.

Metering Reader

09/2016 - 08/2019

Empower Energy Solutions, Dubai

- Perform repairs, maintenance, and replacement of BTU meters for chilled water systems, ensuring optimal functionality.
- Support the commissioning of new BTU meters by conducting necessary installations, calibrations, and checks.
- Inspect installation sites to ensure meters are being installed according to company specifications and standards.
- Investigate assigned customer complaints by inspecting sites, identifying issues, and submitting detailed findings for appropriate action.
- Provide timely and accurate feedback to the supervisor regarding maintenance activities, findings, and progress on tasks.
- Collaborate with teams during commissioning projects to ensure proper integration of meters into operational systems.
- Maintain records of repairs, replacements, and maintenance activities for reporting and auditing purposes.
- Adhere to safety standards and company protocols while performing site inspections and technical tasks.

Office & Administrative Assistant

05/2014 - 07/2016

Global Tours & Travels, India

- Manage and maintain executives' schedules, ensuring efficient use of time and prioritizing tasks.
- Coordinate office communications, including emails, phone calls, and meetings, for seamless workflow.
- Prepare and distribute standard documents, including photocopying, collating, scanning, faxing, and binding as required.

- Organize and maintain files, discarding outdated documents according to department storage guidelines.
- Ensure office equipment (photocopiers, telephones, fax machines) is in working order.
- Handle administrative tasks such as filing, data entry, and record-keeping to ensure accuracy.
- Coordinate office supplies, track transactions, and support scheduling and client communications.

EDUCATION

AVC Polytechnic College - Diploma In Information Technology	2014
Aptech Computer Education - Higher Diploma in Computer Application	2011
Private State Board School - 10th Secondary School	2008

CERTIFICATES

PHP & MYSQL Workshop IIT Bombay	2014
Python Workshop IIT Bombay	2014
Linux Workshop IIT Bombay	2014
RTA Driving License (CAT - 3) Roads and Transport Authority, UAE	09/2017 - 09/2029

SKILLS

MS Office Suite (MS Word, MS Excel, MS PowerPoint, MS Outlook)	Recordkeeping
SAP S4 HANA	Filing and Archiving
Office Equipment Maintenance	Problem Solving
Communication Skills	Decision-Making
Typing Skills - 40-50 WPM	Adaptability and Flexibility
Customer Service	Accurate Data Entry
Multitasking	Inventory Control
Office Coordination & Administrative Support	Document Management
Time Management & Teamwork	Handling Cash Transactions

LANGUAGES

English	Hindi
Tamil	Malayalam