

AHAMED ADIL S.

Dubai U.A.E

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Multi-skilled and highly efficient professional with more than 15 years experience in Administration, HR, Accounting roles within progressive organizations. Excellent competencies in providing administrative support with ability to execute a number of tasks simultaneously. Innovative and reliable team player with strong organizational, communication, analytical, problem solving & time management skills. Proficient with MS Office Suite. Seeks a challenging role to maximize the potential of gained experience and work skills.

❖ **STRENGTHS**

- More than 15 years of Gulf experience
- Strong commitment to excellence
- Ability to deal effectively with staff
- Adaptable to new work environment
- Sound knowledge of Office Administration
- Strong business coordination & organizing skills
- Executive secretarial support skills.
- Computer proficient with strong analytical Skills

❖ **PROFESSIONAL EXPERIENCE**

➤ **Gallagher International., Dubai.**

Gallagher Int'l is a leading organization in the subsidiary of Stanford Marine Group., One of the leading mobile crane rental company located in Dubai.

Period : March 2007 to till date.

Position : Invoice Co-ordinator.

DUTIES AND RESPONSIBILITIES

- ❖ Assist recording, mailing and filing appropriate office documents in the system.
- ❖ Preserve proper records of incoming and outgoing correspondence, file documents and letters systematically, and keep all assigned files up-to-date.
- ❖ In charge for petty cash disbursement and replenishment plus ordering of office supplies.
- ❖ Creations of Purchase orders, Delivery Notes & Cheque Preparations.
- ❖ Handled Payroll Assistance.
- ❖ Performing administrative related tasks such as maintaining staff attendance record.
- ❖ Preparing Supplier Invoices.
- ❖ Calculation Employees overtime & enter into the payroll system on weekly basis.
- ❖ Follow up collections & Data Entries.
- ❖ Prepared payment vouchers, receipt vouchers.

❖ **EDUCATIONAL QUALIFICATION**

- **B.SC., (Bachelor of Computer Science-with First Class)** from Bharathidasan University, India.

Computer Proficiency

- Windows 98, MS Office Suite, E-mail applications & Web research.
- Familiar with Windows XP / 2000, MS-DOS operating systems.

Additional Qualification

- Diploma in Computer Application (DCA)
- English Type Writing- 45 WPM.

Languages Known

- **English, Hindi, Urdu, Tamil & Malayalam.**

Personal Profile

Nationality	:	Indian
Passport No	:	W 7542612
Date of Birth	:	05-06-1983
Marital Status	:	Married
Visa Status	:	Employment Visa.
Contact Nos.	:	058-5801664 / 050-7191291
Address	:	P.O.Box.No. 2159 Dubai-U.A.E.

❖ **DECLARATION**

I hereby declare that all the above information given is correct and true to the best of my knowledge.

Yours Truly,

S. AHAMED ADIL