

ANISH ALI

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AI Quoz Industrial Area 2, Dubai, UAE

ADMIN ASSISTANT / ADMINISTRATOR

Highly motivated graduate with 5 years of experience in business strategy, data analysis, and administration. Proven track record of driving efficiency and delivering successful outcomes. Skilled in collaboration within cross-functional teams. Seeking an Administrative Assistant role to leverage expertise in supporting organizational effectiveness and facilitating smooth operations.

STRENGTHS AND EXPERTISE

- Administrative Support
- Data Entry and Management
- Customer Service
- Document Preparation and Filing
- Office Supply Management
- Apple iWork space
- Google Workspace
- Communication Skills
- Proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Problem-Solving
- Time Management
- Data Analysis
- Multi-Linguistic (Hindi, English, Urdu)

PROFESSIONAL EXPERIENCE

Sobha Constructions LLC.

Aug 2022 - Present

Office Clerk/Admin Assistant

- **Improved Filing System Efficiency:** Streamlined the company's filing system, reducing document retrieval time by 30%, enhancing overall productivity.
- **Customer Service Excellence:** Recognized for outstanding customer service skills, consistently receiving positive feedback from clients and colleagues.
- **Data Entry Accuracy:** Maintained a data entry accuracy rate of 98%, ensuring the integrity and reliability of company records.
- **Office Supply Management:** Successfully managed office supplies inventory, implementing a tracking system that reduced unnecessary expenses by 20%.
- **Event Coordination:** Coordinated and organized company events, including meetings, training sessions, and office parties, ensuring smooth execution and high attendee satisfaction.
- **Document Preparation:** Prepared and processed a variety of documents such as reports, memos, and correspondence with a high degree of professionalism and attention to detail.
- **Support to Senior Staff:** Provided comprehensive administrative support to senior staff, managing calendars, scheduling meetings, and arranging travel logistics.
- **Adopted New Technologies:** Played a key role in transitioning the office to a new document management system, facilitating a smoother workflow and improved document security.

Deccan Charters Pvt. Ltd

March 2020 - September 2020

TRAINEE AIRCRAFT MAINTENANCE TECHNICIAN

- Assisted in replacing navigation lights, ensuring proper illumination for safe flights.
- Conducted engine oil level checks to maintain optimal engine performance.
- Performed pre-flight inspections to ensure aircraft readiness.
- Aided in EPU and main battery removal/installation, enhancing aircraft operability.
- Inspected starter generator cables and antennas for wear and damage.
- Checked passenger seats and seatbelts for safety compliance.
- Supported ongoing maintenance tasks under supervision, contributing to overall aircraft safety and compliance.

Mayasheel Retail LLP

May 2017 - December 2019

Cashier

- Proficient in handling cash, credit, and check transactions with accuracy.
- Skilled in scanning goods, ensuring accurate pricing, and redeeming stamps/coupons.
- Maintains precise cash drawer balance.
- Resolves customer complaints efficiently.
- Makes sales referrals to enhance revenue.
- Provides exceptional customer service consistently.

EDUCATION

Sunrise University

Pursuing Bachelor's of Technology in Aeronautical Engineering

Institute of Aircraft Maintenance and Engineering,

Graduate Certificate in Aircraft Maintenance Engineering

UP Board of Higher Education, Allahabad

Has completed High school & Intermediate in Science stream,

BASIC INFORMATION

Father Name : Late Mr. Mahmood Ali

Passport Nos. : V0145480

Visa Status : Employment Visa

Language Known : English, Hindi, Urdu,

Marital Status : Single

References are available on request.