



Najeeb Larik

Professional Summary

Hardworking professional with experience in office operations and administrative support. Highly organized and self motivated with excellent communication and interpersonal skills. Demonstrated ability to prioritize tasks and meets deadlines.

Work History

Master Tech Technical Solutions - Administrative Officer

Dubai, UAE

01/2018 – 11/2024

- Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.
- Drafted common document templates to reduce time spent creating documents from scratch.
- Increased customer service success rates by quickly resolving issues.
- Served as corporate liaison for finance, IT, and marketing departments.
- Completed daily logs for management review.
- Updated reports, managed accounts, and generated reports for company database.
- Managed files and records for clients and adhered to safety procedures to prevent breaches and data misuse.
- Supervised and guided new employees and responded quickly to questions to improve understanding of job responsibilities.
- Collaborated with purchasing department to reconcile vendor invoices and facilitate payments.
- Input vendor payments and updated accounts to reflect new balances.
- Handled day-to-day accounting processes to drive financial accuracy.
- Updated general ledger of accounts with current, accurate and industry-compliant data to meet all internal and external audit requirements.
- Generated invoices upon receipt of billing information and tracked collection progress.
- Matched purchase orders with invoices and recorded necessary information.
- Reconciled company bank, credit card and line of credit accounts, investigating, and resolving discrepancies to keep accounts audit-ready.
- Effectively communicated with clients about payment needs and kept updated, detailed and accurate ledgers.
- Supported management by processing invoices and documents with consistent on-time delivery.

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📍 Naudero , District Larkana , Sindh

Websites, Portfolios, Profiles

- <http://www.linkedin.com/in/najeeb-larik-60b944189>

Skills

- Office Management
- Travel Arrangements
- Staff Scheduling
- Facility Maintenance
- Scheduling and calendar management
- Administrative Support
- Cost accounting
- MS Office Suite
- Accounts Payable and Receivable
- Payroll Processing
- Bank Reconciliation
- Cost control and tracking

Education

12/2010

Shah Abdul Latif University

Khairpur Sindh Pakistan

Bachelor of Arts: Art

12/2009

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Larkanan

No Degree: Information Technology

Master Tech Technical Solutions - Administrative Assistant

Dubai, UAE

01/2016 - 01/2018

- Assisting with administrative tasks and operations.
- Answered multi-line phone system, routing calls, delivering messages to staff and greeting visitors.
- Performed research to collect and record industry data.
- Managed paper and electronic filing systems by routing various documents, taking messages and managing incoming and outgoing mail.
- Recorded new hires, transfers, terminations, changes in job classifications and merit increases to main human resources files.
- Completed forms, reports, logs, and records to quickly handle all documentation for human resources.
- Identified and recommended changes to existing processes to improve accuracy, efficiency, and quality service.
- Documented sales, customer interactions and concerns and generated update reports for senior management.
- Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Processed credit card payments and reconciled credit card statements for accuracy in accounting process.
- Matched purchase orders with invoices and recorded necessary information.
- Supported management by processing invoices and documents with consistent on-time delivery.
- Streamlined daily reporting information entry for efficient record keeping purposes.
- Recorded deposits, reconciled monthly bank accounts and tracked expenses.
- Inspected account books and recorded transactions.
- Handled day-to-day accounting processes to drive financial accuracy.

Mukhitairkar Office - Administrative Assistant Cum Computer Operator

Ratodero, Pakistan

01/2013 - 01/2015

- Assisting with administrative tasks and computer operations.
- Scanned documents and saved in database to keep records of essential organizational information.
- Organized, sorted, and checked input data against original documents.
- Completed data entry tasks with accuracy and efficiency.
- Followed data entry protocols, rules and regulations.
- Managed and organized documents for data entry tasks.
- Used computer software to store and retrieve data.