



AMJAD ALI

Nationality: Nepalese **Date of birth:** 01/10/1997 **Gender:** Male

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Work: Saeed Bin Al Aas Street, Building No: 20, Office No:301, Umm Ghuwailina,
Doha, Qatar, 00000 Doha (Qatar)

ABOUT MYSELF

Organized and detail-oriented administrative professional with over 7 years of experience in providing high-level support to executives and teams. Proven track record in managing office operations, coordinating schedules, and handling correspondence with efficiency and discretion. Adept at multitasking and problem-solving, with strong skills in communication, time management, and data organization. Committed to creating a productive and positive work environment while ensuring smooth administrative processes.

WORK EXPERIENCE

Administrative

AL WASEEM TRANSLATION AND SERVICES CENTER [21/10/2017 – Current]

City: Doha | **Country:** Qatar

Cash Management: Responsible for processing daily cash deposits and withdrawals, maintaining accurate records, and reconciling discrepancies.

ATM Card Issuance: Manage the process of creating and distributing new salary ATM cards for employees, ensuring secure and timely delivery.

Financial Record Keeping: Maintain detailed records of all financial transactions and prepare monthly reports for management review.

Employee Services: Address employee inquiries related to salary and ATM card issues, providing prompt resolution and support.

Managed Payroll Processing: Administered payroll for 400+ employees, ensuring accurate calculation of wages, deductions, and benefits.

Processed Payroll Adjustments: Handled payroll adjustments for overtime, bonuses, and leave, maintaining accuracy and compliance with company policies.

Prepared Payroll Reports: Generated and reviewed detailed payroll reports for internal use and auditing purposes, improving financial oversight.

Administrative Support: Managed executive schedules, travel, and correspondence; prepared reports and presentations.

Communication: Served as main contact for internal and external communication; streamlined departmental interactions.

Document Management: Maintained filing systems; processed and distributed mail.

Scheduling: Coordinated meetings, events, and training sessions.

Financial Tasks: Handled budget tracking, invoice processing, and expense reports.

Office Operations: Managed daily office functions, including supplies and equipment maintenance.

HR Support: Assisted with onboarding, records, and staff scheduling.

Project Support: Provided research and documentation for projects; helped implement new processes.

Customer Service: Delivered professional service to clients and visitors; resolved issues effectively.

Compliance: Ensured adherence to company policies and security protocols.

EDUCATION AND TRAINING

HIGHER SECONDARY EDUCATION

THE TIMES INTERNATIONAL COLLEGE [2013 – 2015]

City: Kathmandu | Country: Nepal | Level in EQF: EQF level 3

LANGUAGE SKILLS

Mother tongue(s): Nepali

Other language(s):

English

LISTENING C2 WRITING C2 SPOKEN PRODUCTION C2
SPOKEN INTERACTION C2

Hindi

LISTENING C2 READING C2 WRITING C1
SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

HOBBIES AND INTERESTS

Traveling

Cooking

Reading

DIGITAL SKILLS

Microsoft Office (Outlook, Excel, Word, PowerPoint)

I am excited to bring my skills and experience to a new opportunity. Thank you for considering my application. I look forward to discussing how I can contribute to your team.