

Shameem PC

Mobile: 97430448096

Professional

Email: shameempc369@gmail.com

Professional Summary

Organized and detail-oriented administrative professional with experience in document control, office administration, and client support. Skilled in maintaining filing systems, handling correspondence, updating databases, and supporting daily office operations. Proven ability to manage confidential documents, prepare reports, and coordinate with multiple departments to ensure smooth workflow. Seeking to contribute administrative and organizational expertise as a **Junior Office Assistant**.

Core Skills

Document Control & Filing Systems, Administrative Support, Correspondence Handling, Database & Records Management, MS Office (Word, Excel, Outlook), Report Preparation, Document Distribution, Office Supplies Coordination, Customer Service & Communication, Time Management & Organization

Professional Experience

Messenger

NMJ Services – Doha, Qatar

Nov 2023 – Present

- Delivered documents, confidential materials, and packages to departments and individuals promptly.
- Sorted and distributed incoming mail, documents, and correspondence.
- Maintained accurate records of document deliveries and receipts.
- Operated photocopying, printing, and document binding equipment.
- Updated and stored business files to ensure accessibility and proper documentation.
- Assisted in maintaining organized filing systems for operational records.

Office Clerk

Real Arabia Trading W.L.L – Doha, Qatar

Jul 2023 – Oct 2023

- Maintained and updated business files ensuring accuracy and proper organization.
- Typed reports, letters, and official documents for management and staff.
- Sorted and distributed incoming mail and correspondence.

- Responded to telephone calls and emails and redirected inquiries to appropriate departments.
- Assisted in maintaining office documentation and records.

Client Relations & Technical Support (L3)

Primelite Technologies Pvt Ltd (Bronet Group UAE) – Dubai, UAE

May 2018 – Dec 2022

- Provided customer support and resolved technical inquiries efficiently.
- Maintained accurate records of customer requests and issue resolutions.
- Coordinated with internal teams for issue escalation and resolution.
- Prepared and shared documentation and reports related to client support activities.

Administrative Assistant

Good Hope General Trading LLC (Bronet Group UAE) – Dubai, UAE

Dec 2015 – May 2018

- Prepared daily and weekly administrative reports for management.
- Maintained and verified documents for accuracy and completeness.
- Updated company databases and processed data entries.
- Provided administrative support including document preparation and file management.

Accounts Assistant / Inventory

Easy Pick Supermarket LLC – Ajman, UAE

Apr 2015 – Nov 2015

- Maintained financial and inventory records.
- Filed accounting documents and generated reports for management.
- Verified goods received against purchase delivery notes.
- Maintained organized storage records for operational stock.

Education

- **Bachelor of Commerce (B.Com) – Finance**
Calicut University – India

Additional Information

- **Driving License:** Qatar LMV – Manual
- **QID:**29235653899