



**ADIL BASHIR**  
Office Admin  
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## **Objectives:**

Seeking a challenging and growth-oriented position where my interpersonal skills can be best utilized. To be a part of the challenging team which strives for the better growth of the organization and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.

## **Personal Information:**

- Name - Adil Bashir
- Father Name - Ch.Najam Us Saadat
- Date of Birth - 01.11.1991
- Nationality - Pakistani
- CNIC - 35201-8751836-7
- Passport - BY3848362
- Age - 31 Years
- Marital Status - Married

## **Education:**

Degree/Diploma	Examination/Board	University/Institute
Bachelor's	UOS	University of Sargodha
Intermediate (Computer Science)	B.I.S.E.	University of Sargodha
Matriculation (Science Group)	B.I.S.E.	Taleem ul Islam High School
Computer Application & Office Professional	Punjab	VTI- Punjab, Pakistan
English Language Course	UK LINES	UK LINE Language College

## Working Experience in PAK, KSA, UAE:

❖ **Company: WEBEVIS Technologies (Pvt)Ltd**

Location: Punjab, Lahore (PAK)

Position: Admin Supervisor

Duration: Oct 2021 to Jan 2023



❖ **Company: Royal Garden Rest & Cafe**

Location: United Arab Emirates (UAE)

Position: Owner & General Manager

Duration: Oct 2019 to July 2021



❖ **Company: Hyundai Heavy Industries (HHI)**

Project: JSTPP (KSA)

Position: Office Administrator

Duration: Nov 2016 to Dec 2018



❖ **Company: Hyundai Heavy Industries (HHI)**

Project: Rabigh IPP-2 (KSA)

Position: Office Administrator

Duration: Mar 2014 to Oct 2016



❖ **Company: Kabbani Construction Group (COSMA)**

Project: KAUST (KSA)

Position: General Affair Administration

Duration: Sep 2013 to Feb 2014



❖ **Company: Pakistan Electric Power Company (PEPCO)**

Project: Thermal Power Generation (PAK)

Position: Documents Controller

Duration: Feb 2012 to Aug 2013



❖ **Company: Noon Sugar Mills, (Pvt)Ltd**

Location: Punjab. District, Sargodha (PAK)

Position: Assistant Administration

Duration: May 2011 to Jan 2012



❖ **Company: PepsiCo**

Location: Main Warehouse of Distribution (PAK)

Position: Assistant Accountant

Duration: Jan 2011 to April 2011



## **Duties and Responsibility's:**

- Using a variety of software packages, such as Microsoft Word, Outlook, Power point, Excel, etc., to produce correspondence and documents, maintain presentations, records, scanning documents.
- Taking phone calls, typing, developing and maintaining filing systems, organizing meetings, scheduling appointments, and making travel arrangements.
- Collecting inputs from Clients. Keeping all records in proper filling.
- Resolve office-related malfunctions and respond to requests or issues.
- Coordinate with other departments to ensure compliance with established policies.
- Makes sure that controlled copies of latest approved documents and drawings a given to the appropriate staff. Typing of site documents, and follow up of all the site needs.
- Maintain trusting relationships with suppliers, customers and colleagues.
- Responsible for every operational activity within a company
- Supports company operations by maintaining office systems and supervising staff.
- Maintains office services by organizing office operations and procedures, preparing payroll, time sheet, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Receiving Stock reports, daily Cash reports, Invoices, Prepare & Issue Purchase order. Site ID Cards disposal and issuing services.
- Operate office equipment's such as photocopier, fax machines, switches board and computer, file correspondences and other record, receive and process incoming and outgoing mail, write letters and report on behalf of the organization.
- Support the Accounting department by performing clerical tasks, including processing and recording transactions, preparing reports and budgets, fielding communications with clients and vendors, fact-checking, filing, and other duties, as needed.
- Maintain calendar ascertain which event require which senior managers, whenever there is a meeting of senior manager send out the agenda in advance.
- Arrange meeting facilities, store and retrieve data on computer, talk to the client maintain budgets and account budgets and account record, Purchase office supply.
- Prepare daily Time record of employees and submit all necessary reports to Manager.
- Receive and check Billings from Suppliers, Clients, including law office and prepare request of payment and submit to accounting department the daily approved request for Payments. Data Entry.

## **Driving License's:**

- Pakistan
- Saudi Arabia
- United Arab Emirates
- International License

## **Language's:**

- English, Arabic, Urdu, Punjabi, Hindi.