

**ADIL ALI KHASKHELI**

Address: Siddco Plastics Industries Sharjah, United Arab Emirates

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**OBJECTIVE:**

To obtain a role in business, which will enable me to utilize my strong skills and expansive knowledge to make a contribution.

**WORK EXPERIENCE:****ASISTANT ADMIN OFFICER**

Siddco Plastics Industries (Hamriyah Free Zone Sharjah UAE)

From Feb 07, 2016 up to Present

**Responsibilities:**

- Arrangement of Indoor & outdoor events
- Mange Office supplies stock and Place orders.
- Arrange Travel And Accommodation.
- Maintain And update company Databases.
- Maintain vehicles Movements and arrange Pick up services for staff.
- Investigates on problems of laborers at work or in the dorm, gives recommendation and support to HR team Members to follow up and resolve.
- Coordinates with Executive staff for their support.
- Administrates and control the labor camp accommodation.
- Supervision of administration staff.
- Check Vehicles fine and Salik on daily Basis.
- Arrange transport for employees to visit Medical center.
- Maintain Employees annual leave plan and arrange Air tickets.
- Issues all kind of Gate passes and Exit Passes.
- Handling the mess staff for cooking, purchase of raw food items, and preparation of daily food menu are also part of my daily routine.

**CASH OFFICER**

BANK ALFALAH

Hyderabad Branch (Pakistan)

From 16 Aug, to 30 Jan 2016

**Responsibilities:**

- Receives payment from customer for bill or services and record amount cash register.
- Make petty cash payments and provide change to customer. Prepare change, issue receipts.
- Cash Voucher and updating the system. Greet customers when entering or leaving.
- Maintain clean and tidy checkout areas reports of transactions daily basis.
- Regularly Prepare report of transactions, recorded on cash register and verifies against cash on hand.
- Count money to verify amount and issue receipts for funds received.
- Perform other related functions that may be assigned from time to time.
- Resolve customer complaints, guide them and provide relevant information.
- Petty cash and cash receipts. Balance all monies deposited to Finance Department.
- Managing entire operations such as; Keep records to maintain, proper minimum Cash levels as per company policy. Receiving and issue. Handling/Maintaining Cash

**CASH SORTER**

Muslim Commercial Bank

MCB Cash Sorting Cell Hyderabad (Pakistan)

From Dec 2014 up to Aug, 2015

**Responsibilities:**

- Count money to verify amount From Branches.
- Check Currency as per State Bank of Pakistan rules.
- Sort Money and send re issues Money to Branches
- Send soiled money to state Bank

**SPECIAL SKILLS:**

Computer Literate (MS WORD & MS EXCEL)

Speak English and Urdu

Register first Aider from Valpas Dubai

**EDUCATION****B.Com**

University of Sindh Jamshoro Pakistan.

**Intermediate**

BISE Hyderabad

2011

2<sup>nd</sup> Division

**Matriculation**

BISE Hyderabad

2009

1<sup>st</sup> Division

**PERSONAL INFORMATION**

TOTAL EXPERIENCE: 4 YEARS

VISA STATUS: Residency Visa

NOTICE PERIOD: One month

CITIZENSHIP: Pakistani

CIVIL STATUS: Single

RELIGION: Islam

BIRTHDAY: February 10, 1993

I HEREBY CERTIFY THAT THE ABOVE INFORMATION I HAVE GIVEN ARE TRUE AND CORRECT WITH THE HELP OF MY KNOWLEDGE AND BELIEF.