

# AWAIS UR REHMAN RAMAY

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Visa Status: Dubai Government-Employee [Valid till : 16-05-2020].



## OBJECTIVE:

To be a part of management chain in an organization/company as a trustworthy & active member towards achieving goals & KPI's as per agenda & prescribed policies. Career advancement in shape of being an asset to the company by implementing/utilizing of Instructions from Board of Directors, CEO & Managing Director for the ultimate benefit.

## PROFILE:

I am a creative professional with significant experience in office management in administration/operational, accounts & I.T with oral, written, result-driven achievements; along effective **Team leader/Supervisor** with exceptional interpersonal skills, communications, highly flexible & adaptable performer, adopts at multi-tasking & thriving in a fast-paced environment, exceptionally motivated self-starter & problem-solver.

## Expertise:

### Personal:

Attention to Agenda  
Excellent Communication skills  
Excellent I.T Skills  
Presentation skills  
Problem solving  
Analytical mind  
Quality Assurance

### Management:

Supervisory skills  
Time management Skills  
Decision making  
Business correspondence  
Staff Trainings  
In-House Purchase & Sales  
Efficient KPI Reporting

### Financial:

Cash flow control  
Management of accounts  
Budget preparation  
Financial forecasting  
Economic awareness  
Interpreting financial data  
Auditing/Strategic thinking

## JOB EXPERIENCE:

**Total Job Experience: [8-Plus Professional Years]**

**From June-2014 to present: Technical Assistant to "Vice President"**

### DEWA, UNITED ARAB EMIRATES



هيئة كهرباء ومياه دبي  
Dubai Electricity & Water Authority

#### **HR Coordinator (SAP)**

Staff short leaves, sick leaves & Annual leaves update in SAP.  
To update & follow up for Medical Insurance/Issues for Staff (Reimbursement).  
Acting as Training coordinator to nominate staff for H&S & Technical trainings.  
Preparation of Monthly Shift Schedule as per advise of Manager.  
Update Manpower in SAP 0510/Overtime Entry 0600.

#### **Fleet Coordinator (SAP)**

Preparation of MEMO for Fleet Issues (Fix/Repairs).  
Schedule booking for Preventive Maintenance of Vehicles.  
Preparation of MDG KPI.  
Coordinator for Outage plan for special events (Dubai World Cup, Government Summit, Happy New Year etc...).  
Preparation of Diesel & Petrol consumption report.  
Coordinate for First Aid items & log books availability in vehicles.

#### **Safety Coordinator (IMS)**

Enthusiastic Participation in DEWA HSE. Conducting Tool Box Talks (Employee Awareness/HSE Subjects).  
Preparation of Safety KPI report.  
Preparation of Carbon Foot print report.  
Preparation & update Risk Assessment, QP, GQP & Process Forms as advised by Management.  
Make arrangements for Staff PPE.  
Conducting Safety Inspection.  
Trainer for English/Urdu awareness for staff regarding safety presentations.

**July 2011 TO  
April 2014:**

**Executive Secretary**

Science Horizons, Dubai - United Arab Emirates

**Company Industry: {Medical & Laboratory Items}**

**Job Role: Secretarial/Administration & Sales:**

- Attend Phone Calls & Make Complete Follow Up With Clients & Principals
- Manage & Coordinate Queries To Ensure That The Highest Level Of Clients Requirement Is Fulfilled / Maintained All The Time
- Collection of Local Purchase Orders From Government Institutes
- Preparation of Sales Quotations, Invoices, & Delivery Notes / Arrangements
- Check Stock in Hand / Store Balance & Accordingly To Update Database
- Make Arrangements For Payment Transfer & Shipment From (U.S.A & Europe)
- Audit Accounts Payable & Accounts Receivable
- Maintain Daily Jobs File / Official Activity Log As Per ISO Standards
- Perform Miscellaneous Duties Of Accounts & Administration as Directed By
- Provide Complete Assistance & Fully Reportable To **General Manager.**

**August 2008  
TO May 2011:**

**Admin Accountant**

Mir Aman Farms, Dipalpur - Pakistan

**Company Industry: {Manufacturing & Production Of Food Items}**

**Job Role: Accountant/Administration:**

- Complete Handling Of Cash & Its-Flow
- Checking & Verification Of Daily Branch Expenses
- Preparation Of Weekly, Monthly Income & Expense Summaries
- Preparation Employee's Payroll
- Preparation of Bank Reconciliation Statement
- Company Account's Verification Up till 30 Million-PKRS
- Supervision of Vehicle Log Books
- Preparation Of Estimated Annual Budget Of Branches
- Implementation Of Documents Received and Sent File; Email SOP'S as Directed
- Fully Reportable to **Zonal Accountant.**

**November 2006  
TO March 2008:**

**Assistant Accountant**

Millac Foods, Basirpur - Pakistan

**Company Industry: {Manufacturing and Production}**

**Job Role: Accountant**

- Preparation Of Branch Expense Summary
- Preparation Of Branch Purchase & Sales Summary
- Finalization from RMPS To RMPR Statements
- Issue Instructions to Bank For Payments To Vendors Account
- Preparation of Capacity Utilization Report Of The Branch For Monthly Basis
- Fully Reportable to **Admin Accountant.**

## EDUCATION & CERTIFICATIONS:

- |                                   |  |
|-----------------------------------|--|
| • Bachelor of Commerce            | University Of The Punjab-Pakistan          |
| • Intermediate from               | B.I.S.E Lahore-Pakistan                    |
| • Matriculation from              | B.I.S.E Lahore-Pakistan                    |
| • IELTS in Academic Module        | University Of Cambridge United Kingdom     |
| • Diploma in Computer Application | The Professional College Dipalpur-Pakistan |
| • Diploma in Visual Programming   | The Country College Dipalpur-Pakistan      |
| • 2-Months Internship Training    | The Bank Of Punjab Dipalpur-Pakistan       |
| • Sales Coordinator Training      | GITEX-World Trade Centre Dubai-UAE.        |

## TRAININGS & Awards:

- HR Management System, Overtime & EBOLA Virus Awareness
- Fleet Management, DSE & MOS EXCEL Specialist 2013
- Major Hazards, Preventive Back Injury & Emergency Planning
- Risk Management & Introduction To Business Excellence
- GIS, RADAR Logic & Environment Management System & Sustainability
- Qualified First Aider 
- Environment Management System & Sustainability
- Level 1 Award in Health & Safety in the Workplace
- Level 2 Award in Health & Safety in the Workplace
- Occupational Health & Safety Management System Internal Auditor (OHSAS 18001:2007)

## EXTRA Certificates:

- Certified as Best Obedient & Appreciable Student
- Certified as Formal English Speaker & Debater of the College
- Punctual, Honest, Caring & Sincere
- **Possess Valid UAE & International Driving License/Permit**

## SPOKEN LANGUAGES:

- |           |        |
|-----------|--------|
| • ARABIC  | BASIC  |
| • ENGLISH | FLUENT |
| • PASHTO  | BASIC  |
| • PUNJABI | FLUENT |
| • URDU    | FLUENT |

## PERSONAL INFORMATION:

- |                   |                        |
|-------------------|------------------------|
| • Date Of Birth:  | July 19, 1984          |
| • Domicile:       | Okara, Punjab-Pakistan |
| • Marital Status: | Married                |
| • Nationality:    | Pakistani              |
| • Religion:       | Islam                  |

## **INTEREST & ACTIVITIES:**

- Morning Walk
- Traveling {Exploring New Places, Restaurants, Tradition & Culture Of Fashion}
- Internet Surfing For Latest Updates In Technology {Laptops & Smart Phones}
- Reading Vocabulary Enhancement Books, Stories & Biography of Famous Individuals
- To Watch Most Adventurous/Comedy Movies {Hollywood & Bollywood}
- Good Cook in Sweet & Variety of Dishes (Still Learning)...

## **REFERENCES:**

A)--: **Mr. Mian Abdul Khaliq**

Executive Secretary - Dhabi Al Emarat Contracting Company L.L.C Dubai, U.A.E  
Contact No.:+971-55-8808487.

B)--: **Mr. Shahid Manzoor**

Manager - Buraq Network & Communication L.L.C Dubai, U.A.E  
Contact No.: +971-55-1017936

**Note:** I hereby declare that details as given above are factual according to best of my knowledge.