



Aun Ali Mohd Sadiq

- Office Administrator
- Purchase Officer
- Documents Controller

CONTACT

☎ 050-77 04079

@ aamsb1983@gmail.com

@ aunali1982@gmail.com

Address: Al Nahda, Sharjah, UAE

SKILLS

- Office Administrative
- Document Controlling
- Assistant Account
- Department Management
- Business Relations
- Communication Skills
- Self-Motivated
- Public Relations
- Independent Work
- Microsoft Office
- Emailing
- Software Installation

PROFESSIONAL SUMMARY

Experienced administrator adept in organizing, coordinating, and executing daily administrative tasks to support multiple departments and personnel. Efficient and conscientious in managing procurement processes, bringing strong negotiation skills, supplier relationship management, and cost-saving strategies. Highly organized professional with experience in document management and records management. Skilled in creating, implementing and maintaining procedures and standards for document and data control. Adept in managing and organizing large volumes of documents and data to ensure accuracy and compliance with regulations.

EXPERIENCE HISTORY

April 2024-Present

Office Administrator & Assistant Accountant.
Canadian Piling and Foundation LLC – Dubai, UAE

- Managed client communications by answering phones and corresponding through email.
- Administered physical and digital filing systems, keeping records well-organized and easily retrievable for team members.
- Kept office operations running smoothly and efficiently by implementing procedures and policy improvements.
- Controlled electronic customer records, encompassing data entry and administrative functions related to billing and Accounts Receivable (AR)
- Managed client correspondence, order tracking, and data communications.
- Managed daily administrative tasks, including scheduling meetings and organizing files, to support office efficiency.
- Supervised supply purchases, management, and tracking in line with budgetary requirements.
- Managed monthly financial closing procedures, including reconciliation of bank statements and ledger postings to guarantee accuracy in accounts.
- Handled confidential financial information with discretion, maintaining integrity, and trustworthiness within the finance team.
- Managed accounts payable and receivable, tracking and reconciling invoices to maintain precise financial records.
- Managed daily bookkeeping functions with attention to accounts receivable, accounts payable,
- Managed petty cash transactions, and maintained detailed records of expenditures for accountability.
- Chased missing transactions to help facilitate timely payments.
- Communicated with vendors and clients to facilitate timely payments, and reduce outstanding accounts receivable balances.
- Completed detailed reviews of accounts and bookkeeping records to verify compliance with standards.
- Created and maintained filing systems, both electronic and paper-based, for easy access to information.

Jan 2022-April 2024

Purchase Officer cum Documents Controller

Ocean Drive Contracting LLC – Dubai, UAE

- Coordinated acceptance of permitted purchase orders.
- Floating inquiries to concerned suppliers, performing pricing analysis, and conducting negotiations.
- Collected price estimates from identified providers.
- Making a comparison of quotations received.
- Preparation of LPO once the value and supplier are finalized.
- Forwarding the LPO to the Procurement Manager for approval.
- Prepare terms, conditions, and commercial schedules for the order, and obtain acceptance from the vendor.
- Locate and source from alternate suppliers in case of problems with primary suppliers.
- Coordinating with suppliers for prompt delivery of materials to the site.
- Coordinating with site staff regarding the quality and quantity of materials received.
- Coordinating with the Accounts Department regarding the suppliers' payments.
- Keep track of the delivery date and inspection status, and work with others to ensure smooth deliveries of materials.
- Maintaining proper filling of all PRs and LPOs.
- Maintain existing supplier relationships, and initiate potential new supplier relationships.
- Controlling & typing all official documents (letters, Memo submittals)
- All other duties, as assigned.
- Prepare inspection forms for the construction site for the consultant.
- Prepare Contract Letters for Supplier & Sub-Contractures (With Approved Payment & Others terms and conditions from Managements)
- Maintaining proper filing for documents related to each project separately.

Nov 2008-Nov 2021

Senior Supervisor/ Senior Secretary (Admin Office)

Dubai Equestrian Club - Dubai, UAE

- Coordinated with the Dubai Equestrian Club to maintain high standards at Al Aasfa2 and M7 Stable.
- composed various types of professional letters.
- Handled all communications within designated time frames.
- Facilitated interdepartmental coordination between the Purchase and Inquiry departments.
- Facilitated communication between suppliers and marketing Department
- Submitted maintenance requests by electronic System.
- Utilized Excel to track and manage monthly purchase invoices.
- Support the financial team by reviewing issued checks and cash payments.
- Coordinated lodging and flight arrangements for team members traveling within the country and abroad.
- Coordinated annual leave requests for staff, and maintained records.
- Managed staff catering and lodging arrangements during events.
- Managed petty cash operations.
- Handled administrative tasks related to visas.
- Coordinated acquisition of necessary items for equine care through SAP.
- Kept track of equine performance with comprehensive Excel
- Managed horse passport registrations for locally and internationally
- Handled entries and submissions for horse races.
- Managed processes involving the transportation of horses, both domestically and globally.

- Acquired and managed the procurement of horses.
- Coordinated quarantine processes for horse's post-import and export.

Sep 2005-Oct 2008

Office Administrator & Assistant Account

Peninsula Construction Co - Karachi, Pakistan.

- Conducted accurate postings of vouchers in various formats.
- Managed computerized and manual cash book systems.
- I composed multiple types of formal correspondence.
- Generated emails and letters addressing dues notices.
- Prepared detailed bank reconciliations.
- Recorded daily purchase and sale transactions accurately.
- Verified and reconciled computerized and manual cash book records.
- Executed account closures.
- Maintained computerized and manual party ledger accounts.
- Crafting professional presentations using PowerPoint.
- Managed petty cash efficiently.
- Supervised the maintenance of the company's computing assets.
- Ensured optimal website functionality.
- Enhanced departmental coordination.

Jan 2003-Aug 2005

Computer Operator cum Assistant Accountant

The Computer Professional - Karachi, Pakistan.

- Handled postings of computerized vouchers.
- Managed digital and physical cash books.
- Generated various kinds of quotations.
- Recorded daily purchase vouchers.
- Balanced computerized and manual cash books.
- Completed the finalization of accounts.
- Handled both electronic and physical party ledger account maintenance.
- Maintained accurate records of petty cash expenditures.

Jun 2000-Aug 2005

Computer Hardware Solution Department

The Computer Professional - Karachi, Pakistan.

- Managed sales and purchases of computer products.
- Performed computer hardware diagnostics and repairs.
- Managed various marketing and service queries.
- Enhanced client contentment through issue resolution.
- Responded to a high volume of calls, ensuring customer satisfaction.

EDUCATIONAL HISTORY

Bachelor of Arts, 12/2014
Federal Urdu University - Karachi, PAK

High School Diploma, 08/2002
St. Patrice's Collage – Karachi, PAK
Division (Commerce Group)

Matric: Commerce Group, 11/2000
National Tiny Tots School – Karachi, PAK

CERTIFICATION

Short Course in computer Hardware 06/2007
Bantva Adam Computer Institute, BACI - Karachi, PAK

LANGUAGES KNOWS

- ENGLISH
- BASIC-ARABIC
- URDU
- BALOCHI

PERSONNELS INFORMATION

- Date of Birth: 03rd July,1983
 - Nationality: Pakistani
 - Marital Status: Married.
 - Passport #: HL1798023
 - Pakistani National ID #: 42301-0818802-9
 - UAE Driving LIC #: 1481748 (No.3/. /*)
 - Emirates ID Card # 784-1983-9591636-8
 - Visa Status: Employment
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