



Muhammad Qasim

Khalidya, Abu Dhabi

+971 565 635 137 -marthqasim@gmail.com

LinkedIn: <https://www.linkedin.com/in/muhammad-qaim-56493799/>

Professional Summary

Results-driven **Office Administrator & Accounts Professional** with over **12 years of experience** in office management, administrative operations, document control, and team coordination. Proven expertise in **workflow automation, compliance management, data entry, vendor coordination, and HR support**. Adept at streamlining office processes to enhance productivity and operational efficiency. Seeking to contribute my skills to a dynamic organization.

Professional Experience

Office Assistant

BGP China National Petroleum Company, Abu Dhabi

Dec 2021 – Dec 2024

- Optimized office operations, increasing efficiency by **20%** through improved workflow automation.
- Maintained office supplies, organized workspace, and supported administrative functions.
- Acted as the primary point of contact for internal and external communications.
- Drafted and edited reports, correspondence, and presentations with **100% accuracy**.
- Scheduled executive meetings, travel arrangements, and corporate events.
- Implemented data protection policies, ensuring secure **physical and digital records**.
- Assisted in **recruitment, onboarding, and payroll processing**, supporting HR functions.
- Camp management, overseeing facilities, and employee accommodations.
- 100% implementation of HSE standards according to Adnoc requirement.
- Ensured strict adherence to **company policies and compliance regulations**.
- Organize company **events, meetings, and staff activities**, and assist with office management tasks such as inventory and supplies management.

Umrah Manager

Deyouf-ur-Rehman Travels (Pvt.) Ltd.

Oct 2014 – Jun 2021

- Led Umrah sales operations, achieving a **15% increase in client retention**.
- Arranged **visas, airline tickets, and ground transportation** for pilgrims.
- Typing and processing of visas
- Coordinated with Makkah and Madinah teams for **seamless hotel bookings and logistics**.
- Managed and resolved **customer complaints**, ensuring high client satisfaction.

Accounts Officer

Transmark International (Pvt.) Ltd.
Oct 2009 – Aug 2014

- Managed **bookkeeping, bank reconciliation, and petty cash handling**.
 - Optimized **financial reporting**, enhancing accuracy and timeliness.
 - Assisted in **budget planning and regulatory compliance**.
-

Education

- **Bachelor of Commerce (IT)** – University of Agriculture Faisalabad (2002–2004)
 - **F.Sc. (Engineering)** – Govt. Islamia College, Chiniot (2000–2002)
 - **Matriculation** – Govt. High School, Chiniot (1998–2000)
-

Key Skills & Competencies

Technical Skills:

- **MS Office Suite** (Word, Excel, PowerPoint, Outlook)
- **ERP & Accounting Software** (Peach Tree, QuickBooks)
- **InPage Urdu, Corel Draw Graphic Suite**
- **Amadeus Travel Software**

Soft Skills:

- Office Administration & Document Control
 - Workflow Optimization & Compliance
 - Strong Organizational & Multitasking Abilities
 - Negotiation & Problem-Solving Expertise
 - Team Coordination & Communication
-

Languages

- **English** – Excellent proficiency
 - **Hindi/Urdu** – Native fluency
-

Key Achievements

- **Streamlined office operations**, reducing processing time by **25%** in the previous role.
- **Managed travel arrangements** for high-profile clients with **zero complaints**.
- **Introduced an efficient record-keeping system**, improving data accuracy and accessibility.