



SAMROZ ABBAS

Office Administration

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☎ 0556204305

I am a qualified Administrator with six years of experience in associate, maintain the company documentation. Strong creative and analytical skills. Team player with an eye for detail.

Experience

ADVAN CONSTRUCTION

Aug 2013 - Aug 2015

Office Administration

- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Supervising administrative staff and dividing responsibilities to ensure performance
- Keep stock of office supplies and place orders when necessary

SAQIR AL SHARQ TOURS

Sep 2017 - Jun 2020

Travel Agent

- Arranging flights, insurance and accommodation
- Using a booking system to secure holidays
- Dealing with complaints or refunds
- Advising clients on travel arrangements

Mubarak Marine LLC DMC

Jul 2022 - Present

Office Assistant

- Managed day-to-day office administration, including correspondence, scheduling, and document control.
- Handled accounts payable and receivable, prepared invoices, delivery notes, purchase orders, and payment vouchers.
- Maintained accurate inventory and stock records for timber, plywood, MDF, and other wood products.
- Assisted in monthly and yearly financial reporting, reconciliations, and coordination with external auditors.

Education

St. Philomena College Puttur

- Bachelor of Economics
- Pre University College

Jun 2007 - March 2010
Jun 2005 - March 2007

Skills

- Admin Skills
- ERP9
- Microsoft Office
- Problem Solving
- Strong Communication Skills
- Time Management