



Umailkashef3@gmail.com



+971503215733



DUBAI, UNITED ARAB
EMIRATES



PAKISTANI

EDUCATION

Bachelor of Science, Computer
and Information Sciences

**Bachelor in Computer
Sciences**, GOVT COLLEGE
HAFIZABAD, PAKISTAN
September 2017

Certificate of Higher Education,
INTERMEDIATE IN COMPUTER
SCIENCES

GOVT COLLEGE HAFIZABAD,
HAFIZABAD Pakistan ,
PAKISTAN
May 2015

LANGUAGES

English	C1
Advanced	
Urdu	C1
Advanced	

AMAIL SAEED

PROFESSIONAL SUMMARY

Creative and innovative professional with strong administrative background. Proactive and resourceful team player, committed to improving efficiency and productivity of administrative team. Experienced in training and mentoring administrative staff in variety of common tasks and projects.

SKILLS

- Asset valuation
- Inventory management
- Audit preparation
- Microsoft Office Suite

WORK HISTORY

November 2024 - Current

CARDLINE ELECTRICS LLC - Asset management officer, DUBAI, UNITED ARAB EMIRATES

- Improved asset visibility by implementing a comprehensive asset tracking system.
- Coordinated with various departments for efficient asset utilisation.
- Streamlined processes for enhanced productivity in managing assets.

December 2021 - October 2024

DNATA - Operation coordinator, DUBAI, UNITED ARAB EMIRATES

- Managed resources efficiently for optimal utilisation.
- Allocated work amongst team members, ensured equitable distribution.
- Developed strategies to improve overall productivity.

February 2019 - January 2021

HAFIZABAD PARAMEDICAL COLLEGE - Administrator, HAFIZABAD , PAKISTAN

- Enhanced team productivity for better project completion rates through effective schedule management.
- Prepared detailed reports for streamlined decision-making processes using various software applications proficiently.
- Assumed responsibility of receptionist duties whilst necessary staff were on holiday.

February 2017 - January 2019

MUSLIM INSTITUTE OF EDUCATION AND HEALTH SCIENCES - Administrative officer, HAFIZABAD , PAKISTAN

- Responded promptly to emails, letters and phone calls; facilitated seamless external communication.
- Improved file management system through systematic categorisation and labelling practices.
- Ensured prompt resolution of employee issues with keen attention to detail and empathetic listening skills; fostered a positive working environment.

CERTIFICATIONS

Certificate of information Technology from NAVTTIC Govt of Pakistan