

SYED ABID SHAREEF

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Administrative Assistant

Hor Al-Anz, Dubai, UAE



SUMMARY

Experienced Administrative Professional with over 3+ years of expertise, including 2 years as an Administrative Assistant at Gamut Gurus Pvt Ltd in the E-Learning sector. Highly skilled in process management, coordination, and office administration. Additionally, I have over 1 year of experience as an Administrative Assistant / Travel Coordinator at NTC Services, a travel agency, where I demonstrated strong skills in accounting, record keeping, and administrative support. I am eager to leverage my operational, administrative, and accounting skills to contribute effectively to a dynamic organization.

PROFESSIONAL EXPERIENCE

Admin Assistant / Travel Coordinator | Mar'24 - Apr'25

NTC Services - Kadapa, India

- Provided comprehensive administrative support, including managing correspondence, scheduling appointments, and organizing travel documentation.
- Assisted in booking flights, hotels, and tours, ensuring seamless travel arrangements for clients.
- Handled basic accounting tasks such as processing invoices, tracking payments, and maintaining financial records.
- Managed accounts receivable and payable, ensuring timely and accurate billing and payments.
- Prepared and reconciled daily cash reports and assisted with monthly financial summaries.
- Maintained and updated client and supplier databases with high attention to detail and confidentiality.

Admin Assistant | Mar'22 - Feb'24

GamutGurus PVT LTD - Bengaluru, India

- Provided comprehensive administrative support, managing schedules, correspondence, and office organization to ensure smooth daily operations.
- Coordinated course schedules, webinars, and training sessions, liaising with instructors and students to facilitate seamless learning experiences.
- Maintained and updated student records and course data within the learning management system (LMS), ensuring accuracy and confidentiality.
- Assisted in preparing reports, presentations, and training materials for internal and external use, supporting content development teams.
- Supported team members with calendar management, travel arrangements, and expense reporting to optimize productivity.
- Coordinated virtual events and meetings, managing logistics and communications to ensure successful execution.
- Maintained strict confidentiality of sensitive company and client information in all administrative functions.

EDUCATION

Sri Hari Degree Collage | Kadapa, India

Bachelor's Degree in Computer Science
2017 – 2021

Anisoft Computer Academy | Kadapa, India

Diploma In Financial Application (Tally Prime)
March'2024 - May'2024

CORE SKILLS

- **Organizational Skills:** Office Administration, Calendar & Schedule Management, Correspondence Handling, Document Organization, Database Management
- **Travel Coordination:** Travel Planning & Booking, Client Service for Travel Arrangements
- **Accounting Skills:** Invoice Processing, Accounts Receivable & Payable, Financial Record Keeping, Basic Accounting
- **Technical Skills:** MS Office (Word, Excel, Outlook), Data Entry, knowledge in Accounting Software (e.g., Tally Prime), Database Management Systems, Learning Management System (LMS)

SOFT SKILLS

- Strong attention to detail & Accuracy
- Analytical & Problem Solving abilities
- Excellent time management & Organizational Skills
- Ability to work independently and as part of a team
- Effective communication & Interpersonal skills

LANGUAGES

- Fluent in Urdu & Hindi
- Proficient in English (Speaking, Reading & Writing)
- Conversant in Telugu

PERSONAL INFO

- Father's Name: Syed Pyaru Shareef
- Gender: Male
- Date of Birth: 30-06-1999
- Passport No: U8433006
- Visa Status: Visit Visa
- Visa Validity: 04-07-2025