



SAJID DAFEDAR

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 sajiddafedar786@gmail.com

 [Sajid Dafedar](#)

Highly motivated and detail-oriented Admin Assistant with 5 years of experience. Committed to providing exceptional administrative support to enhance efficiency in daily operations. Proficient in handling multiple tasks simultaneously, managing calendars, coordinating travel arrangements, and maintaining confidential records. Seeking an opportunity to contribute my skills and contribute to the success of a dynamic organization.

EMPLOYMENT HISTORY:

ADMIN ASSISTANT

SK ECOPLANT ADNOC M-PROJECT | Fujairah, UAE.

SEP 2018 - APRIL 2023

Working with workshop mechanical and operational management.

- Monitor the document control requirements on an ongoing basis to make recommendations for any improvements in the system if necessary.
- Maintain registers of all receipts and issues or submissions of documents and correspondence.
- Ensure the effective running of the day-to-day operations of the document center.
- Daily routine activities of Document Control, including distribution of documents.
- Maintain confidentiality around sensitive information and terms of agreement.
- Coordination with site operation team.
- Providing full administrating support to workshop team.
- Managing the manpower over time and attendance,
- Managing General Affairs support to workshop and supporting senior management with a variety of duties.
- Manpower documents support to HR, Emirates ID, CICPA pass, Insurance & Passport renewal, and update.
- Responsible for managing the arrival of all visitors to the office, including hand of to the relevant contact.
- Recruitment support to HR team from department CV short listing & making Interview with new candidates.

Computer Hardware & Network Engineer, Office Support

PAR COMPUTING SOLUTIONS | Pune, India

APRIL 2014 - APRIL 2018

- Installing and configuring computer hardware, software, systems, networks, printers, and scanners.
- Troubleshooting and resolving issues related to computer hardware, software, and networks.
- Maintaining and repairing computer hardware, including desktops, laptops, and servers.
- Installing and configuring network devices, such as routers, switches, and firewalls.
- Providing technical support to users in resolving hardware, software, and network issues.
- Conducting regular maintenance checks and updates on computer hardware, software, and networks.
- Documenting system configurations and maintaining system documentation for future reference.
- Handling confidential information with discretion and professionalism.
- Answering and directing phone calls and managing incoming and outgoing mail.
- Maintaining and organizing files and records, both electronically and in paper form.
- Ordering office supplies and maintaining inventory levels.
- Coordinating and scheduling meetings and conferences.
- Assisting in planning and organizing events, such as company retreats and team-building activities.
- Providing administrative support to various departments within the organization

EDUCATION

- H.S.C. APRIL 2012
MUMBAI UNIVERSITY
- S.S.C. APRIL 2010
MUMBAI UNIVERSITY

STRENGTHS & SKILLS

- Organization
- Strong Communication
- Time management
- Confidentiality
- Adaptability
- Manpower Controlling
- Transport Management
- Problem Solving
- Computer Hardware & Networking
- Maintenance & Repair
- Customer Service
- Troubleshooting
- Applications Support
- MS Office proficiency
- Word
- Excel
- Outlook
- PowerPoint

CERTIFICATES AND COURSES

- Advance Diploma in Hardware & Networking (More education society)
- CCO (certificate of computer operating) AICIT computer education.

LANGUAGES KNOWN

| Language | Fluency | Read | Speak | Write |
|----------|---------|------|-------|-------|
| English | ✓ | ✓ | ✓ | ✓ |
| Hindi | ✓ | ✓ | ✓ | ✓ |
| Urdu | ✓ | ✓ | ✓ | ✓ |
| Marathi | ✓ | ✓ | ✓ | ✓ |

PASSPORT & VISA DETAILS

- Permanent Address : At Post Lipniwave, Taluka- Mhasla, District-Raigad, Maharashtra, 402101
 - Date of Birth : 26th April 1995
 - Gender : Male
 - Marital Status : Single
 - Passport No : N5412905
 - Visa Status : Visit Visa
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