



MOHAMMED ARSHAN

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PROFILE

- Ambitious, self-motivated and dedicated person with the ability to work independently.
- Excellent Verbal & Written Communication skills
- Accuracy & Attention to details
- Flexible to work under pressure situations
- Organizational and analytical skills, self-motivated and initiative, willing to learn and work in-group.
- Proficient in using MS Office applications MS Word, Excel, PowerPoint, & Outlook

DESIRED POSITION

Administrator || HR Administrator || Document Controller || Coordinator || Payroll Administrator

TECHNICAL SKILLS

- Trouble Shooting Computer Hardware & Networking Problems.
- MS Office
- Adobe Photoshop - Moderate
- Basic Video Editing Using Adobe Premiere Pro and Edius Software.

OBJECTIVE

To pursue a dynamic and challenging career with an organization of repute, which offers opportunity to enhance professional skills while getting a high level of satisfaction and recognition.

UAE WORK EXPERIENCE

1 PROWORKS RECRUITMENT SERVICES Abu Dhabi, UAE Administration Support March 2018 – July 2019

Responsibilities Included:

- Maintaining Master Record of 1000+ employees working on multiple sites.
- Responding to the mails, calls and mobilizing the workers as per client requirements.
- Preparing LPO
- Processing timesheets and finalizing data, such as absences, payments, fines, deductions, etc., as required for payroll finalization.
- Responding to the queries from employees and managers with regards to company policy and UAE laws.
- Maintaining daily attendance of the workers.
- Process and record data for each employee such as insurance, visa, labor card, emirates ID and passport details.
- Copying, scanning, and storing documents.
- Scheduling of Interviews;
- Support in onboarding & Off-boarding. Preparation of EOS.
- Controlling and Maintaining the Records of 100+ Vehicle such as registrations, fuel consumptions, trip allocations, GPS tracking.
- Coordinating with the camp boss for camp facilities.
- Arranging office supplies
- Monitoring inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Provide technical assistance to office staffs as needed.

INDIA WORK EXPERIENCE

1 MEDIA MARK PRINTING & ADVERTISING Mangalore, India Administrator OCT 2019 – SEP 2021

Responsibilities Included:

- Coordinating with clients through Phone calls and Mails.
- Marketing Print, paper and media advertising packages to the clients

PERSONAL DETAILS

Date of Birth : 17th March, 1996
Marital Status : Single
Religion : Muslim
Age : 25
Nationality : Indian
Languages Known : English, Hindi, Kannada (Read, Write & Speak)
Hobbies: : Travelling, interested in learning Advanced Technology

PASSPORT DETAILS

Passport Number : R1235715
Date of Issue : 05/06/2017
Date of Expiry : 04/06/2027
Visa Type : Visit
Visit Visa Validity : 06/01/2022

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

MOHAMMED ARSHAN

2 **CRYSTAL INDUSTRIES**
Mangalore, India
Office Co-Ordinator
July 2017–February 2018

- Responsibilities Included:**
- Webcasting Events on various social media platforms.
 - Arranging press and media meet Follow-up for Invoice and Billing
 - Process timesheet and Salary of the staffs
 - Managing the social media profile of the company.
 - Coordinate with the team for upcoming events and ensure that all necessary arrangements are in place.
- Responsibilities Included:**
- Marketing company brand to new and existing customers for Business Development
 - Service delivery included handling clients over the phone and meeting personally to showcase company's service offerings
 - Discussing areas of improvements in terms of soft skills, client management etc.
 - Record customer details including reaction to the product or service offered
 - Addressed negative customer feedback immediately
 - Monitoring performance and sharing best practices to achieve business targets
 - Resolved customer questions, issues and complaints
 - Provided detailed monthly departmental reports and updates to senior management.

3 **MEREDIAN COLLEGE**
MANGALORE, INDIA
Lab In charge
June 2016 to May 2017

- Responsibilities included:**
- Discussing areas of improvements in terms Student management
 - Providing detailed monthly departmental reports and updates to senior management
 - System maintenance and troubleshooting.
 - Planning and executing events.
 - E-marketing
 - Supervising
 - Collecting feedback from students and providing service.

EDUCATIONAL QUALIFICATION

BACHELOR IN COMMERCE
2019 **MANGALORE UNIVERSITY**

PRE-UNIVERSITY EDUCATION
2013 **ST. SEBASTIANS COMP PU COLLEGE**

SECONDARY EDUCATION
2011 **BADRIYA JUNIOR COLLEGE, KANDAK, MANGALORE**