



MUHAMMED AZHAR

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D.O.B: 12 Feb 1994

Gender : Male

Marital Status: Single

Religion: Islam

Nationality: Indian

Visa Status: Visit Visa

Activities & Honour

- Certified by Kerala state legal authority during 2009-2010
- Kannur district cricket league runner up during 2010-2011
- Kerala state amature boxing champion during 2010-2011
- Junior amature boxing assistant coach during 2012-2015(part-time)
- Junior amature boxing coach during 2015-2016 (part-time)

Extra Curricular Activity

- Proficient in MS Office (Word,Excel,Power point,Access) Outlook as well
- Used with Adobe Reader for PDF documents converting rectifying
- Well versed in ERP (Sales force) to Update visa processing, license renewal,payroll management etc..

Career Summary:

A reliable and a trustworthy professional who had more than 5 years of professional experience in handling Administration and Secretarial positions in different sectors.Having well versed accounting knowledge .Proficient in ERP software and CRM software to track client relation,lead generation and help the company to get organized by each department. I have excellent presentation, communication and Interpersonal skills. I have good experience in marketing and hosting events through internet and non-internet medium. I always maintain good relationship with client, insurance brokers, travel agents, hotel agents and all the staffs in different government department.

Skills & Languages:

- Leadership skill adaptive and creative.
- Good business acumen with managerial skills.
- Quick learning ability and quality oriented working.
- Ambitious, hardworking and positive towards life.
- Exceptional communication and interpersonal skills.
- Time management, data entry management and deadline-oriented
- Always research and update the new product introduced to the market.
- Proficient in using Microsoft office, Outlook and almost all area of computer.
- Languages English, Hindi, Urdu, Tamil, Malayalam (Learning Arabic)
- Loyalty and Punctuality are my added strength.

Professional Experience:

BLUE SAGE SFO DMCC (January 2017 - November 2019) **Personal Assistant to GM & CEO**

- Monitoring a reporting manager's email and responding if required
- Manage travel bookings, accommodation and transportation for CEO & GM
- Reminding both important task and deadlines.
- If needed communicate on behalf of a manager
- Liaise with administration staffs, accounts staffs and clients
- Answering phone calls
- Organizing meetings and appointments for both CEO & GM
- Taking notes and writing minutes during meetings
- Conducting or preparing any research that the reporting manager may require
- Preparing reports, presentation and correspondence
- Run an effective filing system and securing confidential data
- Arrange internal meetings to divide and prioritize work for better results.
- Provide administrative support to each department.
- Prepare reports for employees Visa status, Emirates ID status,Insurance Status,License renewal etc..

UDUMBUTHALA BUILDERS (India)**(June 2015 - November 2016)****Administrative Officer**

- Organize a filing system for important and confidential company documents.
- Answer queries by employees and clients.
- Maintain company calendar and schedule appointments.
- Handle petty cash and prepare petty cash report.
- Booking meeting rooms as required.
- Manage office supplies stock and place order.
- Manage phone calls and correspondence (E-mail, letters, memo's)
- Help the storekeeper at the time of stock count to enter in the ERP system.
- Prepare arrangements for in-house and external events.

AMIS FOOD PRODUCTS. Ltd (India)**(April 2013 - May 2014)****Office Assistant**

- Coordinate office activities and operations to secure efficiency and compliance office policies.
- Supervise administrative staff and divide duties to ensure performance.
- Manage agendas/travel arrangements/appointments etc..
- Manage office supplies stock and place order when necessary.
- Manage phone calls and correspondence (E-mail, letters etc..).
- Assist colleagues whenever necessary.
- Handle office petty cash and prepare petty cash report.

Education:

- Completed Bachelor of Commerce from University of Calicut. Kerala, India
- Completed Higher Secondary Certificate Examination. Kerala, India
- Completed Secondary School Certificate Examination. Kerala, India

DECLARATION

I HEREBY DECLARE THAT ALL THE PARTICULARS GIVEN ABOVE ARE TRUE TO MY KNOWLEDGE AND IF AM GIVEN CHANCE TO WORK IN YOUR CONCERN I ASSURE YOU THAT I WILL BE SINCERE TOWARDS MY JOB. I AM PURSUING MY GRADUATION SINCE AUGUST 2018

MUHAMMEDAZHAR