



ABDULLA AHAMMED

Near- Abu Dhabi -UNITED ARAB EMIRATES, Mob: +971525156376

Email: Abdullaahammed13@gmail.com

CORE SKILLS

- Business Analysis
- Customer Service
- Time Management
- Decision making
- Flexibility and adaptability
- Social Media Marketing
- Negotiation
- Creativity and problem solving
- Communication and active listening
- Believe is ethics
- Scheduling
- Human resource system
- Project management
- Budgeting

TECHNICAL SKILLS

- Microsoft office
- ERP9
- Photoshop
- Human Resource Information System

PERSONAL DETAILS

Nationality : Indian
Passport no : L7602904
Visa Type : Visit Visa

LANGUAGES KNOWN

English : Professional
Malayalam : Native
Arabic, Tamil & Hindi : Speak

OBJECTIVE

MBA graduate with 6+ years core experience in Administration Officer and Customer Relation, have achieved to contribute best of my personal skills to meet the goals of past companies

To secure a full time administrative position that will allow me to utilize my skills, training, and experience. Personal Summary Organized, dependable, hardworking individual with the experience, training, and motivation to meet your needs.

EDUCATION

- Masters of Business Administration -Human Resource-2018
- Aviation Hospitality & Travel Management (DIPLOMA) -2016
- Bachelor of Business Administration-2015

PROFESSIONAL EXPERIENCE

Administration Manager/Founder (May-2020-Present)

FRISCHY

www.frischy.in
INDIA

Responsibilities:

- ❖ Managing overall administrative activities for the office
- ❖ Remaining responsible for the day-to-day facilities operations including supervising the maintenance and alteration of office areas and equipment, purchasing office supplies, furniture, office equipment etc. For staff.
- ❖ Performing administrative work such as filing, sorting, and distributing mail
- ❖ Arrange and co-ordinate meetings and events
- ❖ Performing other work-related duties as assigned including supporting corporate compliance team as needed
- ❖ Maintains working relationships and communicates with all departments.
- ❖ Resolves visitor problems quickly, efficiently, and courteously
- ❖ Works within the allocated budget for the front office
- ❖ Monitor high balance guest and take appropriate action
- ❖ Receive and interact with incoming visitors

Administration Officer (Dec-2017- Sep-2019)

A HOME BUILDING MART FZCO
DUBAI, UNITED ARAB EMIRATES

Responsibilities:

- ❖ Answering incoming calls; taking messages and re-directing calls as required
- ❖ Dealing with email enquiries
- ❖ Diary management and arranging appointments, booking meeting rooms and conference facilities
- ❖ Data entry (sales figures, property listings etc.)
- ❖ General office management such as ordering stationary
- ❖ Preparation of Staff Tickets, leave forms And Advance Payment
- ❖ Arranging both internal and external events
- ❖ Maintenance of the office equipments and depreciation
- ❖ Possibly maintaining the company social media accounts
- ❖ Providing administration support to Sales Reps, Property Managers and Senior Management

Administration Assistant (Jan-2017 Nov-2017)

AL NAGAL AL MATHALI TRADING L.L.C
MUSCAT, OMAN

Responsibilities:

- ❖ Providing administration support to Sales Reps, Property Managers and Senior Management
- ❖ Scheduling meetings and appointments
- ❖ Taking notes and minutes in meetings
- ❖ Ordering and taking stock of office supplies
- ❖ Being a point of contact for a range of staff and external stakeholders
- ❖ Processing and directing mail and incoming packages or deliveries
- ❖ Greeting and directing visitors and new staff to the organization.
- ❖ Writing and issuing emails to teams and departments on behalf of teams or senior staff
- ❖ Researching and booking travel arrangements for staff members
- ❖ Assist with administrator and manager in all staff related request and create reservation and tidy up.

Administrator (2015-2016)

BIZOTIC IT SOLUTIONS- KERALA

Responsibilities:

- ❖ Supports company operations by maintaining office systems and supervising staff.
- ❖ Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- ❖ Completes operational requirements by scheduling and assigning employees and following up on work results.
- ❖ Maintains office staff by recruiting, selecting, orienting, and training employees.
- ❖ Maintains office staff job results by coaching, counseling, and disciplining employees, and planning, monitoring, and appraising job results.
- ❖ Preparing Staff payroll/Advance payment And bill verifying.
- ❖ Maintaining the proper handling and maintaining of the office equipment.

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the same.

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