

MUNEER MOHAMMED

Looking for Entry Level Jobs

Administrations | Management | Operations

ABOUT ME

A business management graduate with 1-year working experience as Secretary/PRO; seeking job opportunities in Administration, Operations, and Management profession. Willing to accept challenges for gaining experience, honing my skillsets, and further my knowledge in my field. Have bilingual skills in English and Arabic.

EXPERIENCES

Bel-Yoahah
Engineering
& Architectural
Consultant

10/2017 - 10/2018

Secretary Cum PRO

- Maintaining effective records and administration.
 - Drafting reports, ensuring communication and correspondences.
 - Sorting the issues of employees regarding visa application (e.g. medical and emirates ID processing), visa cancellation and final settlement of employee.
 - Accompany employees to do exit in the airport, processing employee health insurance, and coordinating with government authorities like immigration to sort out staff issues.
 - Producing incoming drawings and documents for distribution.
 - Complying with project management, operational (QA), Environmental, and Health and Safety procedures.
 - Evaluating and validating all documents to enable document control.
 - Organizing and archiving said documents.
- Implementing the submission of all documents within time and quality parameters.
- Maintain confidentiality around sensitive information and terms of agreement.



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Mnrmhd05@gmail.com

Sharjah, UAE

SKILLS

PROFFESIONAL

CRITICAL THINKING

ADAPTABILITY FLEXIBILITY

COLLABORATION

HANDLING PRESSURE

TIME MANAGEMENT

TECHNICAL

MICROSOFT OFFICE SUITE

DRIVING LICENSE WITH VEHICLE

TALLY

LANGUAGE PROFICIENCY

ENGLISH	●●●●●●●●
ARABIC	●●●●●●●●
HINDI	●●●●●●●●
MALAYALAM	●●●●●●●●

INTERESTS

BASKETBALL **FITNESS**
READING **TRAVELLING**

PERSONAL DATA

DOB : 06 February 1995
Visa Status : Student
Marital Status : Single
Nationality : Indian
Place Of Birth : Sharjah

KEY ACHIEVEMENTS

Best Outstanding Player Award
Indian Basketball League 2012

Best Basketball Player Award
Ministry Of Dubai 2011

Top Scorer of the Tournament
Indian High School Tournament 2009

Best Promising Player Award
Ministry Of Sharjah 2008

REFERENCE

Mr. G Vijayakumar
Basketball Coach, NIMS

Mr. Sunil Varghese
Principal, Victoria College,
Sharjah

EXPERIENCES

**Sharjah
international
Airport**

03/2017 - 09/2017

**Victoria College,
Sharjah**

06/2016 - 03/2017

Certified Intern

- Completed 90-hours of internship at Sharjah International Airport. Trained in IATA Airport Operation.
- Trained in IATA Passenger Ground Service.

Physical Trainer

- Organizing age-appropriate sporting events, such as basketball, football, Volleyball, and others.
- Observing students and preparing learning strategy, teamwork, and cooperation accordingly.
- Ensuring student safety, utilizing cones, equipment inspections and close supervision of class.
- Discussing the dangers of violence, peer pressure and the importance of health and hygiene.
- Undertaking complete responsibility of coordinating, scheduling age-appropriate sporting activities for a large number of students.

EDUCATION

**Calicut University
Victoria College,
Sharjah**

09/2013 - 03/2016

Bachelor of Commerce in Finance

- Was the Basketball Captain for 3 years consecutively.
- Won Best Basketball Player - 2013 to 2016.
- Took part in various sports and cultural competitions and events.

**New Indian Model
School, Sharjah**

03/2010 - 03/2013

Secondary & Higher Secondary

- Was the Basketball Captain of the school's team.
- Won Best Basketball Player in Indian High School Sports Festival

CERTICATIONS

Hardware and Networking	2009
IATA Airport Operations	2017
IATA Passenger Ground Service.	2017