



# SIRAJUDHEEN

As a smart and customer-oriented professional, I excel in communication across multiple languages, including English, Arabic, Hindi, Tamil, and Malayalam. With a strong desire to be part of a progressive organization, I am actively seeking a promising opportunity to contribute my expertise.

## Contact

### Phone

+971 582814770

### Email

sirajtasharaf@gmail.com

### Address

Dubai, UAE

## Education

2014 - 2017

**Bachelor of Commerce**

University of Calicut

## Expertise

- FRONT DESK OPERATIONS
- CUSTOMER SERVICE
- ADMINISTRATIVE EFFICIENCY
- FINANCIAL MANAGEMENT
- TEAM COLLABORATION
- PROBLEM SOLVING
- COMMUNICATION

## Language

ENGLISH

ARABIC

HINDI

TAMIL

MALAYALAM

## Personal Statement

Date of Birth : 17-04-1996

Visa Status : Visit Visa

Visa Expiry : 26-12-2023

## Experience

2023 JAN - OCT

ARK INTERIORS & EXTERIORS | INDIA

### FRONT OFFICE ADMINISTRATOR CUM CONSULTANT

- Independently managed various administrative tasks, such as appointment scheduling, data entry, and document management, thereby contributing to the seamless operation of the office.
- Provided outstanding customer service, personally welcoming and assisting visitors, addressing inquiries, and maintaining a professional and friendly atmosphere.
- Took the lead in maintaining clear and efficient communication with clients, colleagues, and management, ensuring that clients consistently received the information they required.
- Offered consultative support to clients, taking the initiative to understand their needs, providing relevant information, and addressing any concerns or questions they had.

2019 - 2023

Maqlobh Restaurant Company | KUWAIT

### ACCOUNTANT CUM ADMINISTRATOR

- Effectively managed financial records, budgeting, and financial reporting, showcasing fiscal responsibility through my personal oversight.
- Maintained precise accounting records, personally handled accounts payable and receivable, and reconciled financial statements, taking full responsibility for these critical financial tasks.
- Efficiently handled administrative tasks, ensuring seamless office operations.

2018 - 2019

MI Lifestyle Marketing Global Private Limited

### ADMIN ASSISTANT

- Accurately input and maintained data, records, and files, playing a key role in efficient record-keeping and retrieval through my personal contributions.
- Maintained clear and professional communication across various channels, ensuring smooth information flow in the office.
- Organized the workspace by overseeing document management, supply ordering, and equipment maintenance.

## References

Available upon request