

MUHASSIN AHAMED

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PROFILE SUMMARY

Dynamic office administrator with 1 year of GCC experience in streamlining administrative operations, maximizing efficiency, and enhancing overall productivity. Proficient in managing office procedures, organizing files, scheduling appointments, and supporting staff needs. Adept at utilizing technology to automate tasks and streamline processes, resulting in significant time and cost savings. Possess strong communication skills, fostering positive relationships with colleagues and clients. Skilled in Microsoft Office Suite, calendar management, and database administration

EDUCATION

Master of Business Administration

Dec 2023 - Present

Bharathidasan University, India

Bachelor of Computer Application

June 2018 – Aug 2022

Kannur University, India

SKILLS

- Administrative Support
- Database Administration
- Document Organization
- Communication Skills
- Continuous Learning
- Microsoft Word
- Excel Proficiency
- SAP FICO
- Tally
- Outlook
- Team Work and Collaboration
- Time Management
- Problem Solving

WORK EXPERIENCE

Office Administrator

Dec 2022 – Dec 2023

Genesis Art Global Business Center, Doha, Qatar

- **Administrative Support:** Provided comprehensive administrative support to the office, including managing calendars, scheduling meetings, and coordinating travel arrangements for executives.
- **Office Management:** Effectively managed office supplies, inventory, and equipment procurement, optimizing resources and reducing unnecessary expenditures.
- **Event Planning and Coordination:** Organized company events, meetings, and conferences, from inception to execution, ensuring seamless logistics and high attendee satisfaction.
- **Budget Management:** Managed office budgets, tracking expenses and reconciling accounts to ensure financial accuracy and compliance with organizational policies.
- **IT Liaison:** Acted as a liaison between the office and IT department, troubleshooting technical issues, and facilitating equipment setup and maintenance.
- **Communication & Collaboration:** Fostered a collaborative work environment by effectively communicating with team members and facilitating cross-departmental cooperation.
- **Customer Service & Reception:** Provided exceptional customer service to clients, visitors, and employees, addressing inquiries, resolving issues, and ensuring a positive experience.

CERTIFICATIONS

Issued by Synergy School Of Business Skills

- SAP (FICO)
- Course on Microsoft Automation
- Business Accounting and Taxation
- Course on Gulf VAT

LANGUAGES

- English – Advanced
- Malayalam – Native
- Hindi – Native
- Tamil - Intermediate

PERSONAL DETAILS

- DOB: 23/10/2000
- Nationality: Indian
- Visa Status: Visit Visa
- Marital Status: Single

DECLARATION:

I hereby confirm that the information stated above is true to the best of my knowledge and belief.