

SAHALUDHEEN BIN MOHAMED

ADMINISTRATIVE EXECUTIVE

Accomplished operational executive with a proven track record of driving organizational efficiency, optimizing processes, and fostering cross-functional collaboration. Adept at spearheading transformative initiatives, implementing strategic frameworks, and delivering results that propel business growth. Skilled in operational excellence, team leadership, and leveraging technology to streamline operations. A visionary leader committed to driving operational excellence and maximizing efficiencies in dynamic, fast-paced environments.

Work Experience

ADMINISTRATIVE EXECUTIVE - FUNK STUDIOS

October 2023 - April 2024 - Calicut

- Managing office operations, including organizing files, supplies, and equipment.
- Maintaining and organizing records, databases, and filing systems.
- Coordinating logistics, catering, and other event-related tasks.
- Assisting in managing budgets and expenses, including processing invoices and reimbursements.
- Handling confidential information with discretion and professionalism.
- Assisting in special projects or initiatives as needed.

ADMINISTRATIVE EXECUTIVE - ONE TEAM SOLUTIONS EDTECH PVT. LTD

April 2023 - September 2023 - Kochi

- Managing and coordinating daily operational activities to ensure smooth business operations.
- Monitoring business goals and implementing measures to improve operational efficiency.
- Identifying bottlenecks and areas for process improvement and implementing strategies to address them.

ADMINISTRATIVE ASSISTANT- MEGA VISION ETISALAT

February 2023 - March 2023 - Dubai

- Evaluating cost and maintaining profit margins .
- Making sure that relationship with the client, suppliers, and vendors stays positive.
- Increasing productivity levels by implementing improved procedures.
- Provided top-notch telecom solutions

Educational Background

BACHELOR OF BUSINESS ADMINISTRATION

University of Calicut, Kerala.
June 2018 - March 2021

Higher Secondary

GHSS Maranchery.
June 2016 - June 2018

Contact

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Contact: +971563568358
Location: Dubai, United Arab Emirates

Skills

- Microsoft Office
- Search Engine Marketing (SEM)
- Anylysis of potential dangers
- Planning strategically
- Ability to solve problems
- Organizational Skills
- Decision Making Skills
- Marketing Analytics
- Critical thinking Skills
- Project Management

Certifications

- HubSpot Inbound Marketing
- Professional Diploma in Digital
- Marketing (PDDM)
- Data Tools

Languages

- English (Fluent)
- Malayalam (Fluent)
- Hindi

Additional Information

- **DOB** - 11.02.2000
- **Visa Status** - visit visa
- **Passport No.** V2818126
- **I'm Available To Join Anytime.**