



SHAHUL HAMEED

ADMIN CUM FRONT DESK
EXECUTIVE



Sharjah, UAE



055 954 9950



shahul25042001@gmail.com

SKILLS

- Front Desk Operations
- Office Administration
- Guest Service
- Phone and Email Etiquette
- Scheduling & Calendar Management
- Data Entry & Filing
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Multi-line Phone Systems
- Problem-Solving Skills
- Time Management
- Professional Communication

LANGUAGES

English

Tamil

PERSONAL DETAILS

- Date of birth
25 Apr 2001
- Nationality
Indian
- Visa status
Visit Visa Until 24-05-2025
- Marital status
Single

ABOUT ME

- I am a highly organized and customer-focused professional with two years of experience in administrative support and front desk operations. I am seeking a challenging Admin Cum Front Desk position where I can leverage my excellent communication, multitasking, and organizational skills to drive success for your company.

WORK EXPERIENCE

- ADMIN CUM FRONT DESK EXECUTIVE | MAR 2023 - MAR 2025
HOTEL PAMS, INDIA
 - Provided exceptional customer service by greeting and assisting visitors, addressing inquiries, and directing them to the appropriate personnel.
 - Efficiently managed phone systems, handling calls and forwarding messages to relevant departments to ensure seamless communication.
 - Scheduled and coordinated appointments, meetings, and travel arrangements for staff and executives, optimizing time management.
 - Maintained organized filing systems and ensured proper documentation of all administrative records for efficient retrieval.
 - Managed incoming and outgoing correspondence, including emails and postal mail, to facilitate effective communication.
 - Assisted HR with employee onboarding, document verification, and staff coordination to support a smooth operational flow.
 - Oversaw inventory management of office supplies, ensuring timely reordering to keep operations running smoothly.
 - Assisted in organizing office events and team activities to foster a collaborative work environment.
 - Gained valuable experience at IDS Software Solutions, enhancing administrative expertise.

EDUCATION

- BACHELOR OF SCIENCE- COMPUTER SCIENCE | 2021
A.V.C COLLEGE, MAYILADUTHURAI, TAMIL NADU
 - (82%)
- HSC | 2018
NASRUL MUSLIMEEN MATRIC HR.SEC.SCHOOL, MAYILADUTHURAI, TAMIL NADU
 - (90%)

COURSE

CERTIFIED ADMIN DEPT & FRONT OFFICE EXECUTIVE
Mar 2023 - Mar 2025