

ABUBAKKAR SIDHIQ SA

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PROFESSIONAL SUMMARY

Detail-oriented and dependable Administrative Professional with a Master's in Social Work and hands-on experience in office administration, HR support, executive scheduling, and records management. Proven ability to coordinate staff, manage calendars, handle confidential documentation, and support cross-functional teams in healthcare, nonprofit, and research environments. Proficient in Microsoft Office Suite and experienced in travel coordination, report writing, and internal communication. Actively seeking Administrative Assistant, Executive Assistant, or HR Coordinator roles in the UAE.

PROFESSIONAL EXPERIENCE

Counsellor / Administrative Support

Ummeed De-addiction Centre, Bangalore | Jul 2023 – Aug 2024

- Scheduled client appointments, updated patient records, and managed daily administrative operations to ensure efficient clinical workflow.
- Maintained accurate and confidential documentation in accordance with data protection policies and organized filing systems for quick retrieval.
- Assisted both clinical and administrative teams by preparing progress reports, managing client follow-ups, and facilitating internal and external communications.
- Coordinated staff meetings, maintained detailed office calendars, and supported team collaboration through effective meeting planning and logistical support.

Regional Coordinator

Thanal NGO, Bangalore | Apr 2022 – Jul 2023

- Coordinated field staff schedules, activity plans, and project implementation timelines across multiple regional sites, ensuring alignment with program objectives.
- Maintained accurate project records and organized documentation using standardized filing systems for compliance and reporting purposes.
- Supported financial operations by assisting with budgeting, tracking project-related expenses, and compiling financial reports for internal review.
- Planned and executed community engagement events, organized staff meetings, and managed travel logistics to support smooth program delivery and outreach.

Research Assistant

NIMHANS, Bangalore (ICSSR Project) | Nov 2021 – Mar 2022

- Collected, organized, and managed field data while maintaining accurate research documentation in compliance with project protocols and data integrity standards.
- Scheduled fieldwork activities, coordinated logistics, and arranged travel and meeting schedules for research team members.
- Assisted in drafting research reports, progress summaries, and supported administrative coordination across project phases.
- Facilitated effective communication between field researchers and project management teams to ensure smooth information flow and timely task execution.

SKILLS

- Administrative Operations & Office Management
- Executive Scheduling, Calendar & Meeting Coordination
- Human Resources Support & Staff Coordination
- Document Control & Records Management
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Professional Email & Telephone Communication
- Travel Coordination & Event Logistics Management
- Confidential Information Handling & Data Privacy Compliance
- Technical Writing, Report Preparation & Internal Communication

EDUCATION

Master of Social Work (MSW)

Central University of Tamil Nadu — 2020

Bachelor of Social Work (BSW)

Mangalore University — 2018

LANGUAGES

- English – Professional
- Hindi – Intermediate
- Tamil – Intermediate
- Kannada – Native
- Malayalam – Native

ADDITIONAL INFORMATION

- Ready to join immediately
- Open to opportunities across all UAE Emirates