

IBRAHIM BADUSHAN

Al Zahya Street, Tourist Club Area, Abu Dhabi, U A E

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CARRER OBJECTIVE

Detail-oriented and proactive professional with experience in administrative support and office coordination. Skilled in managing documentation, handling data entry, scheduling, and ensuring smooth day-to-day operations. Experienced in maintaining records, assisting in process compliance, and supporting team efficiency. Adept at effective communication, multitasking, and collaborating with colleagues to achieve organizational goals. Strong focus on accuracy, reliability, and contributing to overall operational effectiveness. Quick learner with the ability to adapt to new tools, systems, and processes with ease.

EDUCATION

University of Calicut, Calicut	2021 - 2024
Bachelor of Science in Computer Science	CGPA: 5.80
Directorate of Higher Secondary Education	2019-2021
Higher Secondary	Overall Percentage: 89.0
Kerala Board of Public Examinations	2018
High School	CGPA: 9.9

EXPERIENCE

Hiwa Events | May 2022 - May 2025

- Managed booking and scheduling of service staff for events.
- Processed staff payments and maintained accurate records.
- Supervised event sites to ensure smooth catering and hospitality operations.
- Allocated tasks and coordinated staff for efficient service delivery.
- Resolved on-site issues promptly to maintain client satisfaction.

KEY SKILLS

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| • Effective Communication | • Office Administration & Coordination |
| • Data Entry & Database Management | • Work Ethic |
| • Calendar & Schedule Management | • Filing & Document Control |
| • Customer Service & Front Desk Support | • Multitasking & Time Management |

LANGUAGES

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| • English | • Malayalam |
| • Hindi | • Tamil |

PERSONAL INFORMATIONS

- Nationality : Indian
- Gender : Male
- Date of Birth : 17/10/2002
- Visa Status : Visit visa
- Visa Expiry : 24/09/2025