

MUHAMMED FASIL V

General Office Admin and Teaching Professional with 2+ years of experience in office administration management seeking post of Office Administrator/Customer Service/Consultant/Personal Assistant in Education, Real Estate, Hospitality, Construction, Oil & Gas, Healthcare, Travel & Tourism Industries in UAE.

EXPERIENCE

PROFILES EDUCATIONAL CONSULTANCY | KERALA | INDIA

Industry – Educational Consultancy

OFFICE ADMINISTRATOR CUM STUDENT ADVISOR

May 2019 – October 2021

- Provide **administrative support** to a team of teachers & staffs
- Manage the **student life cycle** from registration/admission to **graduation/leaving**
- Work with **academic boards, governing bodies and task groups**
- Assist with **recruitment, public or alumni relations and marketing activities**
- **Draft and interpret regulations**
- **Deal with queries and complaints procedures**
- Coordinate **examination and assessment processes**
- Maintain **high levels of quality assurance**, including course evaluation and course approval procedures
- **Use information systems and prepare reports and statistics** for both internal and external use
- Participate in the **development of future information systems**
- Contribute to **policy and planning**
- Manage **budgets and ensure financial systems** are followed
- Purchase **goods and equipment, and process invoices**
- Supervise **other administrative staff**
- Communicate with partner **institutions, other institutions, external agencies, government departments** and prospective students
- **Organise and facilitate** a variety of educational or social activities.
- **Manage phone calls and correspondence** (e-mail, letters, packages etc.)
- **Support budgeting and bookkeeping procedures**
- **Create and update records and databases** with personnel, financial and other data
- **Track stocks of office supplies and place orders** when necessary
- Submit **timely reports and prepare presentations/proposals** as assigned

ACHIEVEMENTS

- Awarded Best employer for 5 consecutive months

REFERENCES

Available on request.



GET IN TOUCH

📍 Dubai | United Arab Emirates
📞 +971 583003081
✉ vayakkarathfasil@gmail.com

EXPERTISE IN

OFFICE MANAGEMENT

FILING & DOCUMENTATION

CONTENT CREATION

INVOICING

COMMUNICATION

REPORTING

TEAM MANAGEMENT

CUSTOMER SERVICE

BOOK KEEPING

TELE CALLING

TEACHING

TRAINING & COUNSELLING

INFORMATION PROCESSING

EDUCATION

2018 – MASTER OF SCIENCE (M.SC) - PHYSICS

Mahatma Gandhi University | India

PERSONAL INFO

Nationality: Indian

DOB: 19th October 1995

Gender: Male

Height: 183cm

Weight: 85kg

Civil Status: Single

Visa Status: Visit Visa

LANGUAGE INFO

Sl.no	Language	Writing	Speaking	Reading
1	English	Fluent	Fluent	Fluent
2	Hindi	Fluent	Intermediate	Fluent
3	Arabic	Fluent	Beginner	Intermediate
4	Malayalam	Fluent	Fluent	Fluent
5	Tamil	Beginner	Intermediate	Beginner

