



MUHAMMED ASLAM.M.A

Office Administrator

CAREER OBJECTIVE

To have a growth oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and team work.

Work Experience

Worked as a Office Administrator with KARNIZ PACKS LLP, Kerala for 2 year

Responsibilities

- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and book keeping 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
- Assist colleagues whenever necessary

Personal Experience

- Proven experience as an office administrator, office assistant or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Familiarity with office management procedures and basic accounting principles
- Excellent knowledge of MS Office and office management software (ERP etc.)

Declaration

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.

CONTACT

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✉ muhammedaslamathu@gmail.com
📍 Bur Dubai - UAE

PERSONAL PROFILE

Date of Birth : 17/02/1998
Nationality : Indian
Marital Status : Single
Languages : English, Hindi, Malayalam

PASSPORT DETAILS

Passport Number : U6360842
Date of Issue : 23/12/2019
Date of Expiry : 22/12/2029
Visa Status : Visit Visa

EDUCATION

- **TallyACE, GCC WAT**
G-TEC Education - 2020
- **Introduction to GST**
G-TEC Education - 2020
- **Diploma in Automobile Engineering**
Indira Gandhi Polytechnic College,
Nellikuzhy - 2019
- **HSC(12th)**
Govt Higher Secondary School Kadayiruppu,
Ernakulam - 2016
- **SSLC(10th)**
MCMHSS, Pattimattom - 2014

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