



Muhammed Sadick Karimbanakkal

Office administration & Personal Assistant

Hardworking and versatile Administrative Assistant with proven organizational skills and thorough knowledge of corporate policies and procedures. Excellent communication and people skills with extensive strategic planning capabilities. Experienced in overseeing, managing, scheduling meetings and appointments with higher authorities and many more tasks that support offices and their staff.

Experience

Public Relations Officer

05/2021 to 07/2022

CVR Multi Speciality Hospital Mannarkkad, India

- Planning publicity strategies and campaigns
- Writing and producing presentations and press releases
- Dealing with enquiries from the public, the press, and related organizations
- Organizing and attending promotional events such as press conferences, open days, exhibitions, tours and visits
- Speaking publicly at interviews, press conferences and presentations
- Providing clients with information about new promotional opportunities and current PR campaigns progress
- Analyzing media coverage
- Commissioning or undertaking relevant market research

Personal Assistant to Member of Legal Assembly

05/2011-05/2016 &

Government Of Kerala

12/2017-04/2021

- Act as the point of contact on behalf of MLA for internal/external people.
- Screen and direct phone calls and distribute correspondence
- Handle requests and queries appropriately
- Produce reports, presentations and briefs
- Manage diary and schedule meetings and appointments
- Take dictation and minutes
- Make travel arrangements
- Source office supplies
- Devise and maintain office filing system

Front Office & Document Controller

06/2016-11/2017

Al Rayan Polyclinic, Jeddah, KSA

- Keep front desk tidy and presentable with all necessary material.
- Greet and welcome guests
- Answer questions and address complaints
- Answer all incoming calls and redirect them or keep messages
- Receive letters, packages etc. and distribute them
- Prepare outgoing mail by drafting correspondence, securing parcels etc.
- Check, sort and forward emails
- Monitor office supplies and place orders when necessary
- Keep updated records and files
- Monitor office expenses and costs
- Take up other duties as assigned (travel arrangements, schedules etc.)

Declaration

I hereby declare that all the above information is correct and accurate. I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge

KM Sadick

Date:

Contact

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Address : Al Rashidiya, Dubai

Education

2006-2009

Bachelor of Arts in History

University of Calicut, India

Skills & Expertise

- Office administration
- Document Controller
- Personal assistant skills
- MS Office
- Email and Phone call management
- Critical analysis
- Multitasking
- Decision Making
- Communication

Language

- English (Proficient)
- Arabic (Proficient)
- Hindi (Proficient)
- Malayalam (Native)

Hobbies & Interest

- Playing Football
- Travelling
- Books reading