

Adnan Suhail

Business Administrator - Procurement/Sales Expertise

Management Professional - A sincere and enthusiastic candidate looking for opportunities in the field of Administration & office Management with a prime goal to ensure only development of the organization that I am associated with, meeting the deadlines and goals by taking complete responsibility.



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WORK EXPERIENCE

Administration Officer

The Approved Market/Grams Restaurant -
Doha, Qatar - F&B/FMCG

09/2019 - 04/2021 *Doha, Qatar*
Retail Grocery with Organic Food and Beverage/ Multi Cuisine fine dine Restaurant

Achievements/Tasks

- Support the development and implementation of management initiatives and policies
- Recruiting process - via company website & Web portal
- Payroll Management in liaison with Finance dept
- Procuring office Supplies and Office Security maintenance
- Manage Calendars & Time sheets
- Accommodation & Transport Facility Management
- Vendor/Supplier Management - Negotiation/Contracts
- SOA - Accounts payables - rebates & payments

Contact : Mr. Rubesh George - +974 55432438

Admin & Operations Executive

Winner Stationery L.L.C

10/2014 - 06/2019 *Dubai, United Arab Emirates*
Office Supplies trading - Printing and Stamp making

Achievements/Tasks

- Support stores with daily queries and requests
- Marketing & Sales Coordination for office supplies
- Customer relationship and Customer service
- Sales Orders/Invoice & Order processing
- Logistic & Delivery coordination - Inbound & Outbound
- Design and Printing order processing
- Accounts Payables - Vendor Accounts Management

Contact : Abdul Nazeer - +971555372404

EDUCATION & INTERESTS

Master of Business Administration in Marketing and HR

MEASI Institute of Management

06/2012 - 06/2014 *Chennai- India*

Courses

- Human resource
- Marketing Management

SKILLS

MS Office-Excel,Word,PP

Kassa POS

Digital Marketing & Analytics

SEO-SEM-SMM-KeyWord Analytics/Organic reach

Odoo ERP - Purchase colums

Google Adwords/Content Writing/Site monetization

Restaurant Manager by Chimera solutions

PERSONAL TRAITS

Distiguishing qualities (11/1991 - 3/2021)

- Commanding Communication and marketing skilled. Ability to work under pressure and spontaneous decision making.
- Time and Team Player/ Self motivated, Goal oriented/Creative thinker.

ACKNOWLEDGEMENT

I hereby assure that the furnished information is correct and hope to give out my fullest effort for the organization I am associated with.

LANGUAGES

English	●	●	●	●	●
Tamil	●	●	●	●	●
Hindi	●	●	●	●	○
Malayalam	●	●	●	●	○
Arabic - Read/Write	●	●	●	○	○

INTERESTS

Sports

Politics