

Career Objective

To work sincerely and constantly achieve and rise above expectations to integrate knowledge into practice and comply with company ethics policy.

I am looking for a challenging position in a reputed organization, with a professional atmosphere and the right opportunity for career development.

Backed by Strong verbal and written Interpersonal and communication skills, I am also Familiar with a wide range of IT applications combined and a good team player.



MOHAMMED SHARAN .M

Mobile :+971 506748865

Core Strength

- Willing to learn new skills.
- Ability to adapt to a fast changing work environment.
- Friendly, supportive and able to adapt to varied circumstances.
- Flexible and take personal responsibility for all delegated tasks.
- Prioritization of work and completing the task within the time limit.
- Proficient in organizing daily task, versatile and result oriented.
- Self-Motivated.
- Excellent Communication Skill
- Leadership Quality

Academic Qualifications

Bachelor Of Business Administration (BBA)

Calicut University, Kerala.

Higher Secondary School Education

Kerala State Board, Kerala.

Secondary School Education

Kerala State Board, Kerala.

Work Experience

OFFICE ADMINISTRATOR

AL-IHSAN CENTRAL SCHOOL, Niranam North, Thiruvalla, Kerala. India

(June 2021 – May 2022)

Duties and job Responsibilities are as follows :

- ☐ Following standardized company procedures relating to all aspects of office performance
- ☐ Answering incoming calls in a professional manner.
- ☐ Maintaining suitable and sufficient office stationary levels.

Personal Data:

Date of Birth :

15.08.2000

Gender : Male

Father Name :

SHAKKIR HUSSAIN

Nationality : Indian

Marital Status: Single

Language : English

Hindi

MALAYAL

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- Establishing stationary requirements for the Office.
 - Resourcing of candidates and appropriately advertising for and recruiting place-able staff.
 - Processing of all the payroll on a weekly basis.
 - Managing payroll and other tasks relating to staff wage.
 - Updating databases with confidential and relevant information.
 - Sourcing candidates C.V's from various job boards or other media sources.
 - Ensuring that all information and documentation is compliant with guidelines of the Data Protection Act.
 - Arranging interviews and confirming interviews by email.
 - Coordinating and communicating activities for the Office, including all employee events.

Reference

Available upon request.

Declaration

I hereby declare that all the details furnished above are true and to the best of my knowledge.

Date : 20/07/2022

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Computer Skills:
MS Office
MS Excel
MS POWERPOINT
PHOTOSHOP