CURRICULAM VITAE



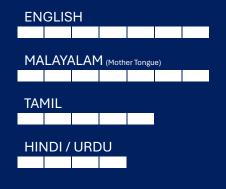
CAREER OBJECTIVE

Secure a career in the field of Administration Management that gives me an opportunity to fully utilize my experience and skills, making a significant contribution to the success of the company.

AREA OF EXPERTISE

- HR Administration
- **Coordination Expert**
- **Govt and Public** Relations
- Communication

LANGUAGES



COMPUTER PROFICENCY









RAMSHAD PARIYAT

Administrative Professional

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Ramshad Pariyat

DOB: 6th May 1995 | Nationality: Indian | Social Status: Single, Muslim Visa Status: Employment Visa | Driving License: UAE Light Vehicle

EDUCATIONAL QUALIFICATION

2017 **Master of Business Administration (HR Management)** Pondicherry University - India

2015 **Bachelor of Business Administration** Kannur University - India

2012 | **Higher Secondary Education** Government of Kerala - India

WORK EXPERIENCE

Apr 2023 - Till date Administrative Coordinator | Travel Designer DMCC-UAE

Jun 2019 – Mar 2023 Administrative Assistant | Emirates Life Group LLC- UAE

May 2012 - Apr 2019 Store In Charge | United Hardwares - India

PROFESSIONAL CONTOUR

Administrative Coordinator - DMCC

- Experienced in managing the DMCC portal, overseeing employees and company services such as visa processing, permits, renewals, requests, NOC letters, amendments and certificates.
- Proficient in handling various administrative tasks, ensuring smooth operations within the organization.
- Deep understanding and up to date knowledge of DMCC regulations and UAE Labour laws, ensuring regulatory compliance and mitigating risk.
- · Prove ability to maintain confidentiality, handle sensitive information, and provide efficient support and coordinating with all level of staff.
- Enforcing Company Policies and procedure within the office.
- Filing and storing all office and employees related data in excel.

Administrator

- Dealing with the government related documentations for the company. Filing all the documents and keeping a record of the registry in the system.
- Handling petty cash and WPS Payroll of the staff. Preparing weekly, monthly
- Making online transactions and Utility Bill payment. Preparing Invoices, Renewing Insurance, Tenancy Contracts, Letters, and Important Notices. Keeping frequent relation with the Customers and Bank.

Store Management

- Greeting customers and suggesting them required products as per their requirements. Arranging and maintaining proper display for assigned
- Responsible for sales and management of Hardware items shop. Ensure to achieve individual top line sales. Preparing Daily Sales report for the management.