



## CAREER OBJECTIVE

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

## AREA OF EXPERTISE

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

## LANGUAGES

ENGLISH



MALAYALAM (Mother Tongue)



TAMIL



HINDI / URDU



## COMPUTER PROFICIENCY



# RAMSHAD PARIYAT

Administrative Professional



056 306 5949



ramshaaa66@gmail.com



Ramshad Pariyat

DOB: 6<sup>th</sup> 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 reports.
- 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 section.
- Responsible for sales and management of Hardware items shop. Ensure to achieve individual top line sales. Preparing Daily Sales report for the management.