

MUHAMMED RAMSHID K

Mobile : +971-50-9121646

ramshid302@gmail.com



PERSONAL STATEMENT:

I am a confident admin expert, motivated person with good interpersonal skills and ability to interact with people at all levels, a professional appearance, and excellent team player providing high quality customer care to create a positive customer experience want to be part of a growth and result oriented organisation.

WORK EXPERIENCES:

I. Administrator at Wade Adams Contracting L.L.C.

Location : Dubai, UAE

Duration : September 2012 to May 2021

Duties & Responsibilities:-

- Overall office administration.
- Preparing, organising and storing information in paper and in digital form.
- Dealing with queries on the phone and by email
- Greeting visitors at reception
- Managing diaries, scheduling meetings and conferences.
- Preparing minutes of meeting.
- Arranging travel and accommodation
- Updating computer records using a database management system.
- Scanning, printing and photocopying the documents.
- Ordering office supplies.
- Maintaining office systems by coordinating with IT department.
- Prepare internal and external memos.
- Submitting Reports (Daily, weekly and monthly) to consultants and company managers.
- Material submittal.
- Arranging proper filing and document controlling.
- Arrangement of manpower by coordinating with HR department.
- Arrangement of machineries and equipments by coordinating with Transport departments and third parties.
- Coordination with HR department regarding Annual leave, Resignation and Termination settlements.
- Transportation arrangements for staffs, tradesmen and labourers.
- Timesheet preparation and forwarding to costing department for payroll processing.
- Travel and Hotel bookings.
- Coordination with Authorities for applying NOCs and follow up.
- Maintaining records of NOCs (Issue date, Duration, Expiry date etc.)
- Arrangement of welfare activities.
- Submission of absconding Reports.

II. Time Keeper at Wade Adams Contracting L.L.C.

Location : Dubai, UAE

Duration : July 2007 to September 2012

Duties & Responsibilities:-

- Attendance management.
- Overtime request submission and cross check with actual.
- Cross checking absenteeism.
- Timesheets preparation and updation.
- Arrangement of resources (Manpower and Fleets)
- Reports submission to Consultant.

ACHIEVEMENTS AND CERTIFICATION:

- Certified First Aider.
- Certified Fire Fighter.

EDUCATIONAL QUALIFICATIONS:

- Bachelor of Commerce (March 2006) from Kannur University.
- Diploma in Financial Accounting from Spectrum Computers.

PROFESSIONAL SKILLS:

- Innovative
- Business oriented.
- Strong Communication.
- Team player.
- Critical thinker.
- Flexibility.

LINGUISTIC SKILLS :

- To Speak : English, Hindi and Malayalam.
- To Read & Write : English, Hindi, Arabic and Malayalam

TECHNICAL SKILLS :

- MS Office.
- E Accountant (Tally, Peachtree and Quick Book).
- Internet.

DECLARATION:

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

Date :

Place :

Muhammed Ramshid K