

Naveeth Mohamed

Professional Summary

Highly motivated Master of Business Administration graduate seeking great opportunity of a challenging position with a progressive company where I can learn new things and implement them through procedures, activities, and techniques to meet deadlines.

Experience

KAR Advertising - Administrative Assistant

Chennai, India

08/2022 - 08/2023

- Maintain a well-organized and efficient office environment. This includes managing office supplies, equipment, and ensuring the workspace is tidy and functional.
- Act as a primary point of contact for the office, answer phone calls, take messages, and handle general inquiries. You may also draft and respond to emails and other forms of communication.
- Accurately input and manage data in databases, spreadsheets, and other software. This can include updating contact lists, financial records, and inventory information.
- Create, format, and proofread documents such as reports, presentations, memos, and letters. Administrative assistants often use word processing software for these tasks.
- Organize and maintain both physical and digital files, ensuring documents are properly labeled and easily accessible. Maintaining records for easy retrieval is important.
- Make travel plans and itineraries for executives or team members. This includes booking flights, hotels, transportation, and ensuring all necessary documentation is in order.
- Handle basic financial tasks like invoicing, billing, and monitoring accounts payable and receivable. This can also include managing petty cash.
- Be proficient in office software applications like word processing, spreadsheets, and presentation software, as well as company-specific software and tools.
- Maintain a high level of discretion and confidentiality when dealing with sensitive information and company records.

KAR Advertising - Administrative Trainee

Chennai, India

05/2022 - 07/2022

- Assist in preparing meeting agendas, taking minutes, and making arrangements for meetings, conferences, and other events.
- Maintain accurate records and logs, such as attendance records, inventory records, or financial records, as required by the organization.
- Assist in data entry tasks, such as inputting information into databases, spreadsheets, or other software systems.

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Skills

- Microsoft (Excel, Word, PowerPoint, Outlook)
- Communication Skills
- Organizational Skills
- Time Management
- Attention to Detail
- Adaptability
- Multitasking
- Data Management
- Confidentiality
- Basic Accounting

Education

BSA Crescent Institute of Science And Technology

India

MBA: Digital Marketing, Logistics and Supply Chain Management

2020 - 2022

Periyar Maniammai Institute of Science And Technology

India

BCA: Computer Application

2017 - 2020

Courses

Digital Marketing - Crescent School of Business

Management Information System - Crescent School of Business

Customer Relationship Management - Crescent School of Business

Languages

English

Tamil