



# Muhammed Navas Pilathottathil

## Office Administrator

To get associated with a progressive organization with better growth prospects, prove my capability, utilizing my educational knowledge, both theoretically and practically sharpens my skills to excel in my field of expertise. Seeking a position to utilize my skills and abilities in the industry that offers a professional growth while being resourceful, innovative and flexible.

✉ mnavas313@gmail.com

📍 Abu Dhabi, UAE

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📞 +971 585151023

📅 30 May, 1997

## WORK EXPERIENCE

### Administrative Assistant Unilabs Middle East

03/2021 - Present

Abu Dhabi, UAE

Unilabs is the medical laboratory in Dubai offering leading Health Care Services

#### Tasks

- Administration
- Team Lead
- Data Entry Operator

Contact : Muhammed Shameej (Senior Accountant) -  
shameej.muhammed@unilabs.com , +971 582089501

### Business Development Assistant Perumanna Medicals

04/2015 - 02/2021

Kozhikode, Kerala , India

Perumanna Medical Centre Primary Care Hospital, Pharmacy (Retail & Wholesale),  
Laboratory , Emergency services .

#### Tasks

- Clinic Administration
- Pharmacy Manager
- Receptionist
- IT / Technical Support
- Store Keeper

Contact : Dr Shafeeque K (Managing Director) -  
dr.shafeequekannoth@gmail.com , Ph: +91 8891 37 6375

## CERTIFICATES

### Certificate Course in Entrepreneurship (01/2021 - Present)

Srini Raju Centre for IT and the Networked Economy at Indian School of Business

## EDUCATION

### Diploma In Computer Engineering Kerala Government Polytechnic College

06/2015 - 03/2018

Kozhikode , Kerala , India

### Higher Secondary Education, Government Higher Secondary School , Kuttikkattoor

06/2013 - 04/2015

Kozhikode , Kerala , India

#### Courses

- +2/12 Science

## SKILLS

Microsoft Office

Excel

Word

50 Words Per Minute Typing Speed

PowerPoint

Photoshop

Organisational

Communication

Interpersonal

Experience with technology

Attention to detail

Customer service

Problem Solving Mindset

Adaptable to new software

Learning Aptitude

Critical Thinking

## LANGUAGES

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Malayalam

Native or Bilingual Proficiency

Arabic

Elementary Proficiency

Tamil

Elementary Proficiency