### THASNIM ABDUL SALAM

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U.A.E

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**OBJECTIVE:**

Seeking a good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding the set goals contributes for the organization.

**PERSONAL STRENGTH**

* 4+ years experienced in Customer Service / Office Administration/Sales in UAE & India
* Proficient in using MS.Office Application
* Special ability in marketing and sales.
* An impeccable communication and coordination skills
* Experienced in balancing priorities to achieve short and long term goals
* Self-motivated, responsible and experienced at working in fast-paced environments Confident and poised in interactions with individuals at all levels.
* Unique ability to adapt quickly to new challenges and changing environment
* A dedicated team player with excellent interpersonal skills
* Ability to put in extra efforts when called for.
* Can work under pressure & meet deadlines
* Hardworking, self-motivated & result oriented
* Excellent communication skills in English & Hindi
* Ability in customer relation and front office.
* Self-assured, assertive, self-confident, aggressive.
* Recognized for strong work ethic,
* Integrity and commitment to success.

**EDUCATION QUALIFICATION**

* SSLC -Rajeev gandhi memmorial higher secondary school mokeri,kannur,kerala
* PLUS TWO - P.R Memmorial higher secondary school kolavalloor, kannur, kerala
* BBA - EIILM University, sikkim

**COMPUTER QUALIFICATION**

# Ms Office

# Tally

# Hardware & Networking

# Computer Functions

# Internet

# Business software explanation

**WORK EXPERIENCE**

* **Office Administrator,** M/s. Al Muhannad Trading Centre,Khorfakkan, Sharjah From April 2013 to till the date)

**Job Profile: Administration**

* Provide administrative support to the Manager including scheduling of business meetings and appointments and arrangement of department functions and activities.
* Plan, organize, direct, manage, and evaluate the purchasing activities & budget of the organization
* Review supplier financial statements/reports and evaluate overall supplier health (supplier risk assessment).
* Writing up concise, value-based sales proposals.
* Replying to all customer enquiries in a timely and accurate manner.
* Writing up sales reports, activity reports and revenue forecasts.
* Completing all documentation and administrative records, fully and accurately.
* Plan, organize, direct and control the complete procurement functions and assists the procurement activities by looping into supply chain thread.
* Keep close coordination with Finance Department regarding upcoming requirements in order to take pro-active steps to reserve funds.
* Keep abreast of the latest developments in the market and explore new sources, assess them and evaluate their performance as per 'Vendor approval’.
* Manage the relationships with suppliers and contractors to include negotiations, new supply and cost savings.
* Develop and maintain effective relationships internally and externally in lieu with all supply chain activities.
* Responsible for Establishing, Maintaining & Analyzing Material Track Sheet. MS Office Based.
* To submit other Reports showing potential progress towards fast Track Projects
* Updating of Cash & bank Register.
* Lead the department by managing the morale and motivation of the staff as well as evaluate performance and plan for their development.

**Experience in India**

* Office Administrator - 1 year experience
* Hardware & Networking – 1 year experience
* Marketing Manager – 2 years experience

**Driving licence details**

* UAE light motor vehicle licence
* licence no : 246411
* issue date : 24/03/2014
* expiry date : 23/03/2024

**PERSONAL INFORMATION**

Nationality : Indian

Date of birth : 17/10/1991

Marital : Single

Passport No : J7619360

Issue Date : 22/06/2011

Expiry Date : 21/06/2021

Place of issue : Kozhikode

Visa status : Employment visa

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| --- | --- | --- | --- |
| Language | Speaking | Writing | Reading |
| English | Excellent | Excellent | Excellent |
| Malayalam | Excellent | Excellent | Excellent |
| Hindi | Excellent | Good | Good |
| Arabic | Excellent | Good | Good |

**DECLARATION**

### I hereby declare that above mentioned are true and correct to the best of my

### Knowledge and belief

### THASNIM ABDULSALAM