

MUHAMMED SALMAN P

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LinkedIn: www.linkedin.com/in/mhmdsalman848243 | Visa Valid Until: 07/11/2025 | Date of birth: 26/06/1997

Professional Summary

Resourceful and detail-oriented Office Assistant and Document Controller with over 3 years of hands-on experience in office administration, document management, accounting support, data entry, and graphic design across the UAE and India. Experienced in controlling and organizing project documentation, maintaining accurate filing systems (both hard and soft copies), processing invoices, coordinating with vendors, and designing digital marketing content. Proficient in Microsoft Office Suite and Adobe Creative Suite, with a strong ability to combine analytical precision with creative thinking. Known for excellent multitasking, communication, and organizational skills. Holds a valid UAE Driving License and is ready to provide flexible, reliable support in fast-paced, dynamic work environments.

Experience

Office / Document Controller / Accounts Assistant | Souk Al Mubarak Hypermarket – Ajman, UAE (2022 – 2024)

- Managed purchase orders, invoices, and cash handling.
- Handled vouchers and accurate data entry.
- Maintained filing systems and coordinated deliveries.
- Managed structured hard and soft filing systems,
- Coordinated document delivery and retrieval.
- Supported admin with timely documentation.

Graphic Designer | Souk Al Mubarak Hypermarket – Ajman, UAE (2022 – 2024)

- Designed in-store visuals, brochures, flyers.
- Created branding content and supported marketing.
- Used Adobe tools for design production.

Credit Control Officer | Bajaj Finserv – Kerala, India (2020 – 2022)

- Managed collections for 500+ clients.
- Negotiated repayments and tracked finances.
- Resolved client inquiries and followed up.

Education & Certifications

- Diploma in Accounting – SANKARACHARYA Institute, Kerala, India
- Diploma in Graphic Design & IT – Kerala, India
- Higher Secondary School – CMS HSS, Kerala, India

Skills

Administrative & Office Management:

Document Handling, Invoicing, Filing Systems, Scheduling, Data entry, Internal reporting, Inventory & Stock coordination

Accounting & Financial Support:

Bookkeeping, Cash Handling, MS Excel (PivotTables, Charts), Vendor Billing, Credit Control & Collections Follow-up

Creative & Technical:

Adobe Photoshop, Illustrator, MS Office Suite, Print Layout & Branding Design, Social Media Content Creation

Professional Strengths:

Strong Verbal & Written Communication, Multitasking, Attention to Detail, Teamwork, Adaptability, Time Management, Problem Solving & Initiative, Deadline-Oriented & Organized

Languages:

English – Fluent | Hindi – Fluent | Malayalam – Native

Achievements

- Streamlined digital filing, increasing efficiency.
- Designed 50+ visuals that improved customer engagement.
- Maintained 98% accuracy in documentation.