



CONTACT

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EDUCATION

Bachelor of Business Administration - (Finance) 2018-2021

Certifications

1. Administrative Office Skills

- Developed foundational skills in office management, including scheduling, filing systems, and basic bookkeeping.
- Gained proficiency in office productivity tools, such as Microsoft Office Suite (Word, Excel, PowerPoint) and email communication platforms.
- Learned essential administrative tasks, including managing correspondence, organizing meetings, and maintaining accurate records.
- Acquired knowledge of workplace procedures and professionalism, including time management and effective communication techniques.

2. Professional Gulf Accountant - Gtech

- Acquired expertise in GCC-specific financial regulations, including VAT compliance, payroll management, and adherence to regional tax laws.
- Developed skills in financial reporting, budgeting, and account reconciliation, with proficiency in accounting software like Tally, QuickBooks, or ERP systems.

3. Arabic Data Entry Course - Gtech

SKILLS

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Document management and filing systems
- Scheduling and calendar management
- Data entry and accuracy
- Email and correspondence handling
- Meeting coordination and minute-taking
- Basic knowledge of supply chain processes
- Strong organizational abilities
- Effective time management
- Team collaboration and interpersonal skills

MUHAMMED ARIF TM

Administrative & Logistics Enthusiast

PROFESSIONAL SUMMARY

Dynamic professional with 3+ years of experience in administration, operations, and sales. Skilled in managing office functions, streamlining workflows, and delivering exceptional service. At Mas Agencies, effectively balanced administrative duties with sales coordination to drive business growth. Enhanced office management skills at Doc N Cart Sanitary Ware, ensuring operational efficiency. Proficient in Microsoft Office, ERP systems, and organizational strategies, with a strong focus on accuracy, problem-solving, and multitasking.

WORK EXPERIENCE

Doc N Cart Sanitary Ware

10/2023 - 12/2024

Administration Assistant

- Managed daily office operations, including scheduling, correspondence, and record-keeping, ensuring smooth workflows.
- Handled customer inquiries and provided professional support, contributing to improved client satisfaction.
- Coordinated meetings, prepared agendas, and maintained calendars for efficient time management.
- Oversaw inventory records and purchase orders, ensuring accurate tracking and timely replenishment.
- Assisted in vendor communication and procurement processes, ensuring timely delivery of goods and services.
- Streamlined administrative processes by implementing organized filing systems and utilizing digital tools.

Mas Agencies Ltd

7/2022 - 8/2023

Administration and Sales

- Managed daily office operations, including scheduling, correspondence, and record-keeping, ensuring smooth workflows.
- Handled customer inquiries and provided professional support, contributing to improved client satisfaction. Coordinated meetings, prepared agendas, and maintained calendars for efficient time management.
- Oversaw inventory records and purchase orders, ensuring accurate tracking and timely replenishment.
- Assisted in vendor communication and procurement processes, ensuring timely delivery of goods and services.
- Streamlined administrative processes by implementing organized filing systems and utilizing digital tools.

Declaration

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief. I understand that any false information may lead to the rejection of my application or termination of employment if discovered at a later stage.