MUHAMMAD ABDULLAH

CAREER

Experienced in administration with a proven ability to manage day-to-day operations efficiently. Skilled in coordinating tasks, handling communications, maintaining records, and ensuring compliance with organizational policies. Adept at multitasking, problem-solving, and supporting teams to achieve operational goals.

CONTACT ME

+971 545083641

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DEIRA CLOCKTOWER, DUBAI

EDUCATIONAL

ICS Computer Science

PUNJAB COLLEGE, SIALKOT

2020 - 2022

MATRICULATION

SCHOLAR MODEL HIGH SCHOOL

2019 - 2020

PROFESSIONAL

ADMINISTRATION:

Dec 2023 - Present

JIN RUYI GROUP

Strong administrative skills, including effective communication, organization, and time management, ensure smooth and efficient office operations. Adept at managing schedules, coordinating tasks, maintaining accurate records, and streamlining processes to improve productivity. Proven ability to solve problems quickly, prioritize tasks, and handle multiple responsibilities with attention to detail. Proficient in office software and technology, with experience in supporting teams, handling sensitive information, and ensuring compliance with organizational policies. These skills contribute to fostering a well-organized and productive work environment.

ASSISTANT ADMINISTARTION:

July 2023 - Dec 2023

SHAN MU INVESTMENT GROUP

Skilled in assistant administration with strong organizational and multitasking abilities. Experienced in managing schedules, organizing meetings, maintaining accurate records, and supporting senior staff with day-to-day tasks. Proficient in office software, handling communications, and ensuring smooth office operations. Adept at prioritizing tasks, managing multiple responsibilities, and providing excellent administrative support to enhance team efficiency. Strong attention to detail, time management, and problem-solving skills contribute to creating a well-structured and productive work environment.

SKILLS

- Marketing And Promotion
- Organizational
- Team Collaboration
- Team Customer Service
- Problem-Solving
- Communication

ADDITIONAL

- United Arab Emirates driving license manual (Light Motor Vehicle)