



# MUHAMMAD EBRAHIM

## Summary

Hardworking and adaptable Bachelor of Business and Administration student with hands-on experience in administrative support and coordination. Eager to apply my skills in a professional setting in the UAE, contribute effectively from day one, and grow with a dynamic organization. Committed, quick to learn, and ready for new challenges.

## Work Experience

### Allaudin Stationery, Sharjah, U.A.E

Business Development Intern

04-2025

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Present

- Worked on Partnership outreach, market research to identify new business opportunities and potential Clients. Supported the sales team in lead generation through LinkedIn, email campaigns and cold calling.

### Vamsha Advertising, Chennai, India

Marketing and Sales Intern

07-2024

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03-2025

- Gained experience in Office coordination, data entry, Scheduling and Coordinated travel arrangements and itineraries for management and staff members.
- Supported lead generation, Client outreach, assisted in social media campaigns, email marketing.




## Educational Certifications


- Oct 2023- Marketing Management, IIT - Kanpur
- Apr 2023- Principles of Management, IIT - Roorkee
- Jun 2019- Cambridge Assessment English, Council of Europe Level B2
- Apr 2018- Cambridge Assessment English, Council of Europe Level B1




## Extra-Curricular Activities

- Football- Goethe Institute Super League, Tamil Nadu
- Athletics- District Athletic Association, Tamil Nadu

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## Education

### Higher Secondary Education

Dr. GSK Memorial School,  
Kumbakonam, Tamil Nadu

- Completed 2022

### Bachelor of Business Administration

Hindustan University, Chennai, India

- Currently in [3rd Year/Final Year]

## Skills

- MS Office
- Strong Communication
- Time Management & Multitasking
- Problem-Solving & Critical Thinking
- Teamwork & Collaboration
- Adaptability & Willingness to learn

## Language

- English
- Tamil
- Hindi
- German
- Arabic