

## RESUME

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### **ABUTHAHIR.M**

Contact No : +91 9360085375  
Mail Id : abuthahir86.m@gmail.com  
Subject : Administration  
Experience : 10+ Years

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### **OBJECTIVE:**

To be in a position that would enable me to prove my dedication, excellence and discipline in my work and be given a chance to show that I am consistent in striving hard to meet the company's expectations.

### **HIGHLIGHTS:**

- Good communication ability in English and Arabic
- Well knowledge in computer operations
- Well knowledge in document processing and clearing services
- Good experience in documentation and usage of online service of labor and immigration depts.
- Bilingual correspondence (Arabic and English)
- Deep awareness of document controlling and filling system
- Preparation of letters, memos, invitations, notices, contracts etc., internal and external purpose
- Well experience in employee relation works and employees training and development activities.
- Good experience in Translation & Interpretation (Arabic to English, English to Arabic and vice versa)
- Good experience in Administration, Secretary and PRO with various types of companies

### **SKILLS:**

- Microsoft Office
- Database management
- Calendar management
- Accurate data entry
- Inventory and supply management
- Editing and Proofreading
- Billing and record-keeping
- Business development
- Prioritization and problem-solving
- Organization and planning
- Research and analysis
- Attention to detail
- Responsibility
- Relationship building
- Phone Etiquette
- Flexibility and efficiency

**EDUCATIONAL QUALIFICATIONS:**

M.A - MODERN ARABIC (2010 - 2011)

Madras University, Chennai

B.A - ARABIC (Diploma in Afzal – U1 - Ulama, 2002 - 2007)

Syed Hameedha Arabic College, Kilakarai

SSLC - (2001 – 2002)

Muslim High School, Vadakarai

**WORK EXPERIENCE:**

Total 10+ Years' Experience in ADMINISTRATION

**APR 16 to PRESENT**

A & P GROUPS

T. NAGER CHENNAI

**JULY 12 to NOV 15**

BIN BAKITH COMPANY

KHAMIS MUSHAIT, SAUDI ARABIA

**DEC 08 to FEB 12**

AYNGARAN INTERNATIONAL FILMS PVT LTD (Production Department)

T. NAGAR, CHENNAI

### **Duties & Responsibilities: (Bilingual – Arabic & English)**

- Handling administrative tasks and resolving routine administrative problems
- Maintain polite and professional communication via phone, e-mail, and mail
- Write and distribute email, correspondence memos, letters, faxes and forms
- Creating, maintaining, and reviewing office documents, such as invoices, reports, memos, and other administrative records
- Updating and maintaining existing procedures and guides, as well as phone lists, mailing lists, and other contact lists
- Composed, proofread and translate memos, letters, reports, contracts and presentations, providing accurate, concise, and error-free communication
- Assisting with data entry and database maintenance
- Organized and maintained filing system for internal and external purpose
- Maintaining office coordination and resolving any issues and inquiries
- Maintaining a calendar and coordinating the workflow and meetings
- Scheduling and coordinating professional meetings, conferences, interviews, appointments and travel arrangements
- Composed, typed, and distributed meeting agendas and minutes, routine correspondences and reports
- Making, planning and coordinating travel arrangements, such as booking flights, cars, hotel and restaurant reservations and business development events
- Prepared and organized paperwork and other materials as needed for office, Meetings, conferences, travel arrangements and expenses reports.
- Dealing with Immigration authorities for all related visa requirements and arrange for employee medical tests
- Obtain and renew commercial registrations, licenses, passports, visas, and work permits, and maintaining up to date record of employee documents
- Translating and editing individual, official, legal and commercial documents, project reports, contracts, correspondence, presentation and other administrative documents
- Ensuring current projects are completed within deadlines
- Ordering missing supplies and maintaining inventory, replacing materials and equipment as needed or instructed
- Interacting with customers and third parties, keeping track of their files, and addressing their complaints and request in a timely manner
- Act as the point of contact between the executives and internal/external clients
- Managing office supplies stock and place orders
- Updating office policies and ensure compliance with employees and clients
- Answering queries by employees and clients
- Liaising with teams and units
- Greetings and directing visitors and new staff to the organization
- Handling sensitive information in a confidential manner
- Keeping staff attendance records and time sheets up to date

**CERTIFICATIONS:**

- Fundamentals of Computer (MS - Office)
- DTP (Desk Top Publishing)
- Simple Electrical Wiring
- TV Mechanism
- Home Appliance Repairing
- Basic Servicing of Home Appliance

**PERSONAL DETAILS:**

Passport No : R 6322596

Language known : English, Arabic, Malayalam & Tamil

Gender : Male

Date of Birth : 4 April 1986

Marital Status : Married

Nationality : Indian

Religion : Muslim

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Tamil Nadu, India, Pin – 627812.

Date :

Place :