Mohammed Samiuddin

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**Dear Sir,**

Seeking for a suitable position in the field of Administrationwhere I can use **20 years** of my professional experience with excellent fluency in **English** and **Arabic** Languages.

In addition, I offer excellent interpersonal abilities and strong communication skills.

These qualities combined with my flexibility and dedication; enable me to make a valuable contribution to the organization.

Enclosed is my resume for your review.  I would appreciate a chance to meet with you to discuss your needs and objectives and how I may contribute towards them.

Thank you for your time and consideration.

Sincerely,

**Mohammed Samiuddin**

**CURRIUCULAM VITAE**

*Mohammed Samiuddin.*

*GSM:* 00971522654289

*Email:* mohammedsamiuddin2020@gmail.com

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**PERSONAL SUMMARY**

Excellent experience in scheduling manpower as per project requirements, supervising and motivating staff to ensure company has excellent output.

Great expertise in managing clients expectation, tight deadlines and meetings project specific requirements to ensure sales targets are upto the mark on a regular basis.

Right now he is looking for a suitable position that offers brilliant prospects for future development and career advancement.

**EXPERIENCE**

In Dubai

United Arab Emirates

**Administrative Office Manager**

Start Date Aug 2009 to August, 2020

Employers Name: Just Click Group of Companies

Location: Dubai, United Arab Emirates

* Plan, coordinate and manage all business operations to achieve corporate goals.
* Develop and implement business plan for profitability.
* Assist in budget preparation and expense management activities.
* Evaluate the effectiveness of marketing program and recommend improvements.
* Develop strategies to improve overall quality and productivity.
* Generate business, cost and employee reports to management.
* Schedule regular team meetings to discuss about business updates, issues and recommendations.
* Respond to employee concerns in timely manner.
* Provide direction and guidance to employees in their assigned job duties.
* Determine staffing requirements and ensure that office positions are filled promptly.
* Assist in employee recruitment, training, and performance evaluation, promotion and termination activities.
* Manage orientations and exit interviews for employees.
* Ensure that employees follow company policies and procedures.
* Manage administrative, logistical, human resources, and accounting services to support company operations.
* Address customer inquiries promptly and professionally and ensure customer satisfaction.
* Identify business opportunities with new and existing customers.
* Getting the best results out of a team.
* Building strong relationships with customers.
* Co-coordinating promotional activity.
* Analyzing competitor activity.
* Ensuring that the legislation and regulations concerning health and safety including fire regulations are complied with looking after the safety of employees and customer.
* Generating customer footfall. Soliciting feedback from subordinates and team members so as to identify any branch short comings.
* Providing sound leadership to staff. Maintaining accurate times sheets and personnel records.
* Building excellent customer relationships both face to face and over the phone.
* Participating in and contributing to any branch manager’s meetings.
* Involved in the recruitment of branch staff.

**EXPERIENCE**

In Riyadh

Kingdom of Saudi Arabia.

**Branch Manager**

Start Date Aug 2000 to May 2009

Employers Name: Lloyds Agency

Location: Riyadh, Kingdom of Saudi Arabia.

**Key Responsibilities:**

* Assisting in account development.
* Making sure the branch is adequately staffed to achieve set goals.
* Developing targets for the branch.
* Implementing long term plans.
* Reconciling any inventory discrepancies.
* Organizing induction training for new staff members.
* Resolving and customer issues in a timely and professional manner.
* Ensuring the security of the branch.
* Assigning the duties to labor as per schedule.
* Checking of weekly assignment of the labors.
* Monitoring of the daily attendance.
* Insurance related transactions independently.
* Maintenance of receipts and payments, renewal premiums and claims.

***Short Summary***

Read and analyze incoming memos, submissions, and reports in order to determine their significance and plan their distribution.Open, sort, and distribute incoming correspondence, including faxes and email.File and retrieve corporate documents, records, and reports.

Greet visitors and determine whether they should be given access to specific individuals. Prepare responses to correspondence containing routine inquiries.

Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work. Prepare agendas and make arrangements for committee, board, and other meetings.

Meet with individuals, special interest groups and others on behalf of executives, committees and boards of director, Manage and maintain executives' schedules.

**Academic Qualification:**

**1. Master of BusinessAdministration**

From Gulbarga University,

Specialization*: Management*

**2. Bachelors of Commerce**

From Kakatiya University,

Specialization:*Income Tax and Cost Accounting.*

**Technical Qualification:**

**3. Diploma in Computer Science with Microsoft Certification.**

From Datapro Institute of Information Technologies.

Hyderabad, India.

**4. Advanced Diploma In Computer Applications** **with Microsoft Certification**.

From Premier Technologies Private limited.

Hyderabad, India.

 **Software Profiency:**

Applications                   : Windows, Ms-dos, Ms-office, Ms –Excel.

Software : SMACC & ERP.

DBMS & RDBMS             : DbaseIII+, COBOL, Basic.

**Personal Profile:**

Father’s name              :    Mohammed Habeebuddin

Nationality        :     Indian

Visa Status : Resident Visa (Transferable Visa)

Marital status :   Married

Fluency Languages known :    English, Arabic + Four Languages

I Undersigned, confirm that the information furnished above is true to the best of my Knowledge.

***Mohammed Samiuddin***