



MOHAMMED BADUSHA A A

+971 504629012
mohammedbadusha111@gmail.com
Dubai
Mohammed Badusha

PROFILE

Dynamic and result-oriented professional with 1 year of experience in office management, supervision and administration.

Provides confidential support to senior and high level officials to ensure compliance with company objectives and collaborates with all organizational levels.

STRENGTHS AND SKILLS

- Tally
- Peach tree
- SAP (Fico)
- Customer service skills
- Intermediate experience in MS Office Word and Excel.

PERSONAL DETAILS

Date of Birth : 18-04-1998

Gender : Male

Nationality : Indian

Marital Status : Single

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

WORK EXPERIENCE

OPERATION MANAGER

Almas Indane Service

August 2020- August 2021

- Maintain constant communication with management, staff and vendors to ensure proper operations of the organization.
- Checking online bills and stock.
- Ensure all operations are carried on an appropriate , cost-effective way.
- Find ways to increase quality of customer service.

EDUCATIONAL BACKGROUND

Diploma in Finance Management

G-TECH COMPUTER EDUCATION

April 2020 - October 2020

Bachelor Of Computer Application

University of Calicut

September 2016 - May 2019

OTHER CAPABILITIES

- Sincere, enthusiastic and energetic with a focused mindset to initiate and complete the work in hand.
- Willingness to learn and grow along with the team.
- Ability to maintain trust and confidentiality in the provision of administration support