

**MOHAMMED SUHAIL. K**

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Motivated Graduate in Business Management with Masters in Business Administration. I am a skilled professional with good expertise on Marketing and Human Resource. Experienced working in a fast-paced environment where operational efficiency and reliable customer services are essential. Looking for a suitable position in a progressive organisation that offers variety and the opportunity to develop both personally and professionally.

### **Experience:**

#### **The Apple International School**

Dubai, United Arab Emirates

**Admin Assistant**- 15/04/2019-till date

Duties and responsibilities :

- To ensure that the school premises are safe, secure and clean at all time.
- Maintaining the official records and documents related to the school and its facilities.
- To ensure that the school premise and facilities are clean and tidy.
- To conduct cleanliness, walk around with the house keeping supervisor to report and act immediately on any unclean or unhygienic area within the premises.
- To maintain all vendor contracts and Government related documents.
- To manage and maintain the Accommodation facility provided by the school for teaching and non-teaching staff.
- To ensure that all Support Staff related documentation are in line with the legal guidelines.
- To coordinate with vendors related to housekeeping and maintenance materials.
- Issuance of approved PO, receiving goods with DO or GRN and validate the invoice received for the purchase.
- To coordinate and support events and functions by making arrangements of the requirements and deploying the required manpower.

#### **HDFC Life**

Kerala, India

**Sales Development Manager** -26/03/2018-02/08/2018

Duties and Responsibilities:

- Meet the business targets by driving and motivating the channel partner's sales team.
- Continuous interaction with the sales team of channel partners.
- Arranging sufficient training towards licensing of sales team of channel partners.
- Coordinating with the agency team for procuring the license of sales team of channel partners.
- Be a coach and guide to the sales team members of the channel partner.
- Guide the sales team members in prospecting new customers.

#### **Intercity Developers PVT LTD**

Mangalore, Karnataka, India

**Admin Assistant Cum Accounts**-01/09/2016-31/12/2017

- Management of petty cash transactions. Preparation of statutory accounts
- Controlling credit and ensuring debtors pay on time.

- Reconciliation of direct debits and finance accounts.
- Ensuring all payments amounts & records are accurate.
- Working with journals, sales & purchase ledgers and spreadsheets.
- Sorted and distributed incoming communication data, including faxes, letters and emails.
- Interacted with organizational staff, executives, clients, vendors and visitors on a daily basis.
- Organized the scheduling of meetings, conferences, and events.
- Coordinated agendas for meetings with visitors and clients– arranged guest and travel accommodations. Established and implemented office administrative policies and procedures
- Took care of staff office space, weekly schedules, travel reports, phones, parking, credit cards and office keys.
- Maintained the office database – retrieved and organized information for individual employees and client

### **Education:**

#### **MBA in Human Resources and Marketing**

Malik Deenar Institute of Management Studies,  
Kannur University, Kerala, India – 2016

#### **Bachelor of Business Management – Human Resources**

Srinivas Institute of Management Studies,  
Mangalore University, India - 2014

#### **Higher Secondary School**

CBSE Apsara Public School, Kasaragod, Kerala – 2011

### **Skills**

- Strong leadership, motivation skills and ability to handle team.
- Proficient in MS office, Adobe Photoshop and Tally software's.
- Team building, co-ordination and monitoring skills.
- Quick learner
- Familiar with browsing, surfing and collecting necessary data

### **Languages Known**

- English:  
Proficient in Speaking, listening, writing and reading.
- Malayalam:  
Mother tongue.
- Hindi:  
Intermediate in listening, reading and basic in writing and speaking.
- Tamil:  
Basic in listening.

### **Personal details:**

- Date of Birth – 12<sup>th</sup> January 1993
- Marital Status- Single
- Visa Status – Employment Visa
- Notice Period- No

**References will be provided upon request.**