

# MUHAD K

## ADMINISTRATION, DOCUMENT CONTROLLER & SALES

(Hold UAE Driving License)

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Administration and sales experience of 4 years at UAE and India. Good knowledge in handling administration works and supervising. Have good interpersonal and communication skills. Excellent customer focus & orientation skills. Highly flexible & have the ability to handle multiple tasks & assignments.

### PROFESSIONAL SKILLS

ADMINISTRATION

CUSTOMER SERVICE SKILLS

DATA MANAGEMENT

SUPERVISING

COMMUNICATION  
SKILL

RESEARCH SKILL

DOCUMENT  
CONTROLLER

INVOICE AND BILL  
MANAGEMENT

### SKILLS AND EXPERIENCE

#### RAAF DIGITECH (KANNUR, KERALA)

##### ADMINISTRATION & DIGITAL MARKETING (Feb 2020 – July 2020)

- Worked on Administration Activity of the company.
- Organizing Internal and External Meetings and Conference Call.
- Bill and Invoice Management.
- Submit timely reports and prepare presentations/proposals as assigned.
- Experienced in Managing Microsoft tools.
- Assisting human resources department with payroll and personal database.
- Manage agendas and arrange appointments for the upper management requirements.
- Track Stocks of office supplies and place orders when necessary.
- Dealing with incoming email, and post often corresponding on behalf of the Directors.
- Employee and Client Data Management.
- Facebook and Instagram Marketing support for the team.
- LinkedIn, Twitter, Pinterest Marketing .
- Supported team for lead generation through marketing.
- Scheduling and delivering social media posters behalf of the marketing team.
- Knowledge in youtube marketing.

#### THE BOX-BRANDFOLIO (DUBAI,UAE)

##### ASSISTANT SUPERVISOR & SALES ( February 2018- February2020)

- Worked in sales of Brands Skechers, Kswiss, Anta, Palladium,Supra, Ipanama, Rider,Aureus.
- Worked on Administration of store.
- Met sales targets of the store and brands effectively.
- Overseeing all the aspects of the Retails store and worked accordingly.
- Inspected, routinely, service areas, store rooms and corridors.
- Co-ordinated tasks for the day, created schedules for workers, ensured works are carried out accurately.
- Worked at Billing Management behalf of Supervisor.
- Working on excel and outlook, and preparing necessary documentation and reports as needed.

- Back store handling of stocks.
- Made sure that stores always organized & in good shape.
- Handled customer and converted to sales.
- Worked on all types of administrative job including production Entries.
- Helped company and staff to increase sales.
- Presenting and showcasing the most suitable Shoes according to customer budget and design requirements.
- Discuss design options with the customer and offer knowledgeable advice to customers.
- Managed Staff reporting section on behalf of supervisor.
- Handled Stock Management and worked efficiently.
- Cross checking accounts for making reports.

**SKY RISE COLLEGE OF MANAGEMENT STUDIES (KANNUR, KERALA)**  
**ADMINISTRATIVE AND DOCUMENT CONTROLLER (2017- 2018)**

- Provide customer support & service and handle their queries & resolve it appropriately.
- Responsible for coordinating all departments of the company.
- Provide operational and administrative support - new admissions / maintain student database
- Provide information & management support- Data analysis of candidates / Customer database analysis
- Handles administrative works including but not limited to processing, communicating, analysis, filing and monitoring until completion of various business transactions.
- Maintain confidentiality around sensitive information and terms of agreement.
- Manage the flow of documentation within the organization.
- Distribute payments for signatures to authorized signatories.
- Provide Introductory orientation classes for students about aviation and management.
- Maintaining a good relationship with the customer.

### QUALIFICATIONS

- DIPLOMA IN AVIATION AND MANAGEMENT **2015 TO 2016**  
AIROCIS COLLEGE OF AVIATION AND MANAGEMENT STUDIES, KANNUR, KERALA
- BACHELOR OF BUSINESS ADMINISTRATION (BBA-DISTANCE EDUCATION)  
RABINDRANATH TAGORE UNIVERSITY

### COMPUTER SKILLS

- MICROSOFT OFFICE (WORD, EXCEL, PPT) | BASIC KNOWLEDGE OF GALILEO GDS TICKETING & AMADEUS

### PERSONAL DETAILS:

Nationality: Indian  
 Date of Birth: 23<sup>rd</sup> November 1995  
 Passport: Year of Expiry- 2023  
 Passport Number: L4887414  
 Languages known: English, Malayalam, Hindi