



ASHRAFUDDIN MOHAMMED

Nationality: Indian **Date of birth:** 09/06/1997

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Work: Aldhagaya street Deira Deira dubai, 0000 Dubai (United Arab Emirates)

ABOUT ME

Detail oriented leasing Admin and facilities Coordinator with 6 plus years of Administrative Support, facilities management and with contractors and customers relations. Accomplished professional with proven ability to multi task, enhanced with exceptional organizational skills. Excellent planning and prioritising skills coupled with strong problem solving skills and the ability to make independent decisions. A highly equipped self-motivated professional, great attention to details, reliable and energetic, with the ability to adapt in any environment.

WORK EXPERIENCE

LEASING ADMIN & FACILITIES COORDINATOR

GULF PEARL REAL ESTATE [31/12/2021 – Current]

City: Dubai

Country: United Arab Emirates

- Managed 6 properties for lease administration and for accounts receivable.
- Help senior clerical staff complete daily workloads
- Displayed strong customer service skills with professional telephone manner in order to resolve customer enquiries
- Managed clerical needs of employees, including administrative support, file management and stationery supplies Received and screened high-volume internal and external communications, including calls, email and mail
- Answered inquiries concerning standard procedures and regulations
- Verified documents and associated records to catch and resolve discrepancies
- Increased customer satisfaction by greeting visitors promptly and professionally
- Processed contracts, expense reports, and invoices
- Maintained detailed administration and office procedures to improve accuracy and efficiency

SALES ADMIN & FACILITY COORDINATOR

SANFRANSISCO GENERAL TRADING ENTERPRISES (ZAS REAL ESTATE) [31/10/2017 – 30/12/2021]

City: Dubai

Country: United Arab Emirates

- Follow up contracts renewals making new contracts follow up
- payment dates solving talents complaints conducting with third party's
- Managed reception areas by greeting visitors and responding to telephone and in-person requests for information
- Responded to telephone enquiries from clients, vendors and members of the public Maintained all office files, both electronic and hard copies
- Negotiated with vendors and contractors to achieve quality service And value for money

- issues liaising with third parties to ensure satisfactory repairs
- Updated department documentation and maintained files

OPERATION COORDINATOR

THE PROFESSIONAL COURIERS AND LOGISTICS SERVICES [15/08/2016 – 04/07/2017]

City: Hyderabad

Country: India

- Taking inbound and outbound of goods and envelopes
- Making shipment ready for delivery
- Making invoices of inbound and outbound
- Making final report and submitting in daily files.

MESSENGER

Airtel Bharti Pvt Ltd [31/12/2015 – 09/08/2016]

City: Hyderabad

Country: India

- Collecting documents from distributors submitting in activation HUB
- Processed correspondence, including post office pick-ups, sorting
- and distribution to appropriate parties
- Followed up with staff and customers regarding required.

INTERNAL AUDITOR

ADVANCE IDEA INFOTECH [30/04/2015 – 30/12/2015]

City: Hyderabad

Country: India

- Reporting of fraud
- Adhere to the Code of Ethics and Code of Professional Conduct
- Assistance in an investigation
- Entering customer and account data from source documents within time limits
- Compiling, verifying accuracy and sorting information to prepare source data for computer entry
- Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

HEALTH AND SAFETY ENVIRONMENT OFFICER

LANCO INFRA TECH LIMITED [31/12/2014 – 09/05/2015]

City: BASARA

Country: India

- Review contractors safety programs. ...
- Plan and Implement WHS policies and programs.
- Conduct safety training for workers. ...
- Make on-site inspections. ...
- Investigate accidents and incidents. ...
- Monitoring the site for compliance. ...
- Keeping records of incidents & safety concerns.

EDUCATION AND TRAINING

SECONDARY SCHOOL CERTIFICATE

BOARD OF SECONDARY EDUCATION AP [30/04/2011 – 23/05/2012]

Address: Nizabamad, 503001 Nizabamad (India)

Website: <http://www.telangana.gov.in/Departments/School-Education-Se-Wing>

INTERMEDIATE

BOARD OF INTERMEDIATE EDUCATION, A.P. [09/06/2012 – 26/06/2014]

Address: Nizamabad, 503001 Nizamabad (India)

Website: <http://www.telangana.gov.in/Departments/School-Education-Se-Wing>

BACHELOR OF BUSINESS ADMINISTRATION IN GENERAL

RABINDHRANATH TAGORE UNIVERSITY [31/03/2019 – Current]

Address: 464993 Bhopal ,Madhya Pradesh. (India)

ELECTRONICS AND COMMUNICATION ENGINEERING (DROP OUT)

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY Hyderabad [06/09/2014 – 15/06/2017]

Address: X road Achanpally bodhan , 503001 NIZAMABAD HYDERABAD (India)

Website: http://jntuh.ac.in/new/academic/contacts_us.html

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s):

Hindi

LISTENING A1 READING C2 WRITING C2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION C2

English

LISTENING C2 READING C2 WRITING B2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Telugu

LISTENING C2 READING C1 WRITING C2

SPOKEN INTERACTION C1

DIGITAL SKILLS

MS office / MS word / MS Excel / Internet / Google drive / Windows / Team management,Team Work

HOBBIES AND INTERESTS

Exercise

I do exercise for my mental and physical health

Traveling

I like to explore new places like mountains historical places

Cricket

I love to play cricket i am a opening batsman of my cricket team

CERTIFICATION

Certified Facilities management

[09/10/2022 – 30/10/2022]

Certified M-201 facilities management through alison Empower yourself

NIBOSH HSW

[10/09/2016 – 05/12/2016]

Certified NIBOSH HSW (health and safety at work)

IOSH MANAGING SAFETY

[02/08/2016 – 10/10/2016]

Certified with institution of occupational safety and health

Diploma in health and safety

[11/06/2014 – 02/12/2014]

Certified diploma in health and safety