

MOHAMMED ARSHAD



Contact

Address:

124/8B Street Muraqqabat
Behind JW Marriot
Deira, Dubai, UAE

Phone:

+971 (0)56 780 2175

Email:

vparshad96@gmail.com

Driving License: 169254
UAE

Passport: Indian R
1381795

Visa: Visit Visa

DOB: 23rd Sep- 1988

Marital status- Married

Languages

English
Urdu
Hindi
Tamil
Arabic
Malayalam

Summary

Accomplished and energetic Administrator with solid history of achievement In Project Administration. Motivated Leader with strong Organizational and prioritization abilities.

Skill Highlights

- Project management
- Strong decision maker
- Communication
- Strong Interpersonal
- Innovative
- Service-focused

Experiences

Project Supervision cum Marketing Executive- 2019 to 2020**Greens Landscape & Fitout LLC- Dubai**

- Ensure a consistently high standard of work is produced in accordance with specification and quality standards through regular quality inspections with sub-contractors.
- Ensure site works are being performed in accordance to policies and plans
- Direct and supervise day to day operations of sub-contractors ensuring appliance of common operational procedures.
- Ensure material requisitions are issued in adequate time to achieve the Construction Programs.
- Schedule, control, and monitor all plant and materials on a weekly basis.
- Ensure all work is completed to programs.
- Control and monitor site waste in accordance with the Company's Site Waste Minimization and Management policy.
- Fulfill company requirements undertaking all relevant training and development activities as required.

Project Administrator - 2014 to 2019**Flora Boring, Dubai**

- Schedule regular meetings and record decisions (e.g. assigned tasks and next steps)
- Prepare and provide documentation to internal teams and key stakeholders
- Order resources, like equipment and software
- Retrieve necessary information (e.g. user/client requirements and relevant case studies)
- Track future requirements and arrange material flow.
- Coordinate quality controls to ensure deliverables meet requirements
- Act as the point of contact for all participants
- Perform project filing and assist Project Managers and Group Manager.

Education

Bachelor of Commerce: **Business Statistics** - 2010
Calicut University,
Attested by NORKA and UAE Embassy

Diploma in Computerised Financial Accounting with 'A' Grade, Certificate No: T655- **Spectrum Computer Education**

Diploma in Aviation Hospitality Travel Management: Frankfinn Institute of Air Hostess Training-India.

Ground Supervisor - 2011& 2012



مطار الملك عبدالعزيز الدولي
King Abdulaziz International Airport

King Abdul-Aziz International Airport, Saudi (KSA)

- oversees the inside gate or ticketing/check-in operations of all assigned flights during a scheduled work shift
- Oversees the employment needs of the employees he supervises and answers customer inquiries that require managerial level assistance.
- Attending the passengers if need any support in check in baggage.
- Ground supervision in check in board area and control the activities

Business Development Executive- 2010-11



Tropical ForRest Homestay Wayand- Kerala

- Oversee the sales process to attract new clients
- Work with senior team members to identify and manage risks
- Maintain Fruitful relationships with clients and address their needs effectively
- Research and identify new market opportunities
- Prepare and deliver timely report to potential clients and investors
- Foster a collaborative environment within the organisation

Certifications

Diploma in Aviation Hospitality Travel Management: Frankfinn Institute of Air Hostess Training- India

Galileo & Fidelio – **I(tq)**

In-flight training- **Jet Airways**

Personality Development& Grooming- **Frankfinn**

English Edge- **BBC**

Leevel-5 BTEC i Higher National Certificate Aviation Hospitality and Travel Management – **Edexcel**

Operational Training – **Edexcel**

Research Project- **Edexcel**

Diploma in Computerised Financial Accounting with 'A' Grade, Certificate No: T655- **Spectrum Computer Education.**

Microsoft-Office - In deep knowledge of MS Excel, Word& Outlook

Tally ERP9.0, QuickBooks, Peachtree.