



MUHAMMED SHANEEJ

Administrator

I have 4 years of experience as Administrator

CAREER OBJECTIVE

Seeking an admin position that utilize my skills and expertise especially in Arabic and English correspondence and translation

WORK EXPERIENCE

○ Administrator

The private office of HH the Emir Father

07/2017 - 08/2021

Doha - Qatar

Responsibilities

- Answering incoming calls, taking messages, replying to emails, and re-directing calls as required
- Organize and schedule appointments and meetings
- Produce and distribute correspondence memos, letters, faxes, and forms
- Maintain computer and manual filing systems
- Develop daily, weekly and monthly reports
- Submit and reconcile expense reports
- Research and creates presentation
- Handle multiple projects
- Prepare and monitor invoices
- Develop administrative staff by providing information, educational opportunities, and experiential growth opportunities
- Organize travel arrangements for senior managers
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Coordinate office procedures
- Develop and update administrative systems to make them more efficient
- Resolve administrative problems
- Receive, sort, and distribute the mail
- Manage staff appointments
- Oversee and supervise the work of junior staff
- Maintain up-to-date employee holiday records
- Coordinate repairs to office equipments
- Organizing travel and accommodation for staff and customers
- Arranging both internal and external events
- Providing administrative support to sales Reps, Property Managers and Senior Management

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DOHA, QATAR



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Age : 28 years

Nationality : Indian

SKILLS

- Excellent written and verbal communication skills in English and Arabic
- Strong organizational and planning skills
- Knowledge of office management systems and procedures
- Administrative writing skills
- Proficiency in Microsoft Office
- Excellent time management skills
- Ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Professionalism
- Arabic and English typing skills
- Editing and proofreading
- Accuracy and patience
- Multitask and teamwork
- Resourcefulness
- Emotional intelligence
- Flexibility and Adaptability

- **Administrative officer**
The Truth Educational Trust
09/2016 - 06/ 2017

Calicut - India

Responsibilities

- Answering Calls and handling correspondence
- Maintaining Diaries
- Supervising junior staffs
- Develop daily, weekly and monthly reports
- Preparing Documents in Arabic and English
- Arranging Appointments
- Prioritising workloads
- Document management

EDUCATION

- **Post Graduation in Arabic**
Institute of Higher Education in Islamic Studies and Research
09/2014 - 09/2016

Calicut - India

Courses

- Research Study in Arabic and Literature
- Arabic - English Translation
- Other Language courses

- **BA Afzal ul Ulama (ARABIC)**
University of Calicut
06/2011 - 04/2014

Courses

- Arabic Language and Literature

LANGUAGES

English



Arabic



Urdu



Malayalam



INTERESTS

Volunteering

Reading