




MUHAMMED SHAFI



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 Doha, Qatar

 Indian

PROFILE

Detail-oriented and highly organized Office Administrator with over 3 years of experience in managing office operations and providing exceptional administrative support. Proven track record in streamlining office processes, handling complex scheduling, and coordinating between departments to ensure smooth day-to-day operations. Adept at managing records, overseeing office supplies, and delivering high-quality customer service. Proficient and skilled in handling confidential information with discretion. Known for strong communication skills, problem-solving abilities, and a proactive approach to supporting team efficiency.

EDUCATION

Diploma in Computer Hardware

Microsys
03/2013 | Kerala, India

PROFESSIONAL EXPERIENCE

Office Administrator cum HR Assistant

Hygea Facilities Management

08/2023 – present | Doha, Qatar

- Oversee the day-to-day operations of the office, including managing office supplies, equipment, and facilities.
- Coordinate and manage calendars for staff, schedule meetings, and arrange travel plans.
- Handle incoming and outgoing correspondence, including emails, phone calls, and mail.
- Maintain and organize records, files, and documentation, ensuring data accuracy and confidentiality.
- Assist with onboarding new employees, maintain personnel records, and help with benefits administration.
- Handle petty cash, and assist with basic bookkeeping tasks.
- Address customer inquiries, manage client relations, and provide support to visitors.
- Assist in creating and posting job advertisements on various platforms.
- Maintain and update employee records, including personal details, employment history, and benefits information.
- Ensure all HR documents are properly filed and stored, and handle confidential information with discretion.
- Payroll processing, including timesheet management, data entry, and Online WPS Salary Transfer.
- Help employees with benefits enrollment, changes, and queries, and liaise with benefits providers.
- Address employee queries and concerns, and escalate issues to senior HR staff if necessary.

Admin cum Public Relation Officer

Al Zaeem Projects & Development Co.

06/2021 – 06/2023 | Doha, Qatar

- Issuing NOC, Undertaking Letter, Salary Certificate, Flight Ticket, Contract, Calculating Salaries & End of Service.
- Daily updating employee's files and keeping it up to date.
- Communicating with the General Manager related to the employees and permits.
- Supervising employees in their work related issues and problems.
- process local amendments in coordination with the authorities.
- handling all government-related paperwork and procedures, ensuring that companies are compliant with local regulations and laws.
- keep updated on labor related changes in relation to visa processing.

PRO cum Admin

Al Dlym Trading Contracting & Transportation

05/2019 – 06/2021 | Doha, Qatar

- Manage executive calendars, schedule meetings, and coordinate travel arrangements.

Diploma in Computer Fundamentals, MS Office and Internet

National Council for Vocational Training
01/2013 | Kerala, India

Advanced Diploma in MS Office

Dean Group of Education
12/2012 | Kerala, India

Higher Secondary (Science)

Board of Higher Secondary Education, Kerala Government
03/2010 | Kerala, India

Secondary School Leaving Certificate

General Education Department, Kerala Government
03/2008 | Kerala, India

SKILLS

- Communication
- Problem Solving
- Creative Thinking
- Decision Making
- Hard Working
- Data Analysis

LANGUAGES

English	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Arabic	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Hindi	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Malayalam	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>

DRIVING LICENSE

- Qatar
- India

- *Oversee daily office operations, including supply procurement, equipment maintenance, and facility management.*
- *Handle correspondence, prepare reports and presentations, and facilitate communication between departments and external stakeholders.*
- *Maintain accurate records and databases, process confidential information, and ensure compliance with data protection regulations.*
- *Provide professional and courteous support to clients and visitors, addressing inquiries and resolving issues promptly.*
- *Visa and QID Processing Works*
- *Health Card & Insurance Related Works*
- *All kind of PRO and Govt. related works*

Sales Assistant and Office Admin

Al Tamoooh Contracting

03/2016 – 05/2019 | Doha, Qatar

- *Establish, develop and maintain positive business and customer relationships.*
- *effectively communicate offers to customers, maximizing sales and brand visibility.*
- *Prepare and present quotes, proposals and other required documentation.*
- *Keep detailed reports of sales Enquiries, Proposal Submissions, Quote Submissions and other Sales activities on the system for future use and reference.*
- *contributing ideas to marketing campaigns.*
- *assisting with promotional activities.*
- *liaising with customers/external agencies*
- *Create and Keep employees' Files and Documents.*
- *Assist in Visa Application, Contract Making, QID and Health card preparations.*
- *Carry out administrative activities of establishment.*
- *Control the office supplies state and make sure it is in accordance with office needs.*
- *Order office stationery and supplies.*

Ware House Supervisor

ACC Cements PVT. LTD.

04/2012 – 10/2015 | Kerala, India

- *Organizing deliveries, storage and dispatches of goods in warehouses.*
- *supervise deliveries of goods into warehouses.*
- *Measuring and reporting the effectiveness of warehousing activities and employees performance.*
- *ensure products are accounted for, are stored safely and securely, and are dispatched efficiently.*
- *Communicate job expectations and coach employees*
- *Determine staffing levels and assign workload.*
- *Maintain items record, document necessary information and utilize reports to project warehouse status.*
- *Confer and coordinate activities with other departments.*