



Shijin Abdul Basheer

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🌐 Shijin Abdul Basheer 📅 21/04/1994 🇮🇳 INDIAN 🇶🇦 QID 29435639877

🚗 Qatar Light vehicle license

📄 SUMMARY

Detail-oriented and reliable Administrative Assistant with strong organizational and multitasking skills. Experienced in providing comprehensive administrative support, managing office operations, handling correspondence, and maintaining accurate records. Adept at coordinating schedules, supporting team needs, and ensuring smooth day-to-day operations in fast-paced environments. Committed to delivering high-quality support and contributing to overall team efficiency.

📁 WORK EXPERIENCE

10/2023 – present
Wukair, Qatar

Warzone Games

Admin Assistant

- Monitor on gaming equipment functionality, coordinating maintenance when needed
- Handle marketing efforts by helping organize events, promotions, and social media updates.
- Handle customer inquiries via phone, email, and in-person, resolving issues
- Monitor inventory levels and orders
- Assist in basic bookkeeping tasks, including cash handling, invoicing, and reporting to management.
- assign shifts to staffs and ensure daily operational tasks

08/2022 – 09/2023
Wakrah, Qatar

Masco Trading Stationary

Sales and Admin Coordinator

- Coordinated sales operations by preparing quotations, processing purchase orders, and following up on customer inquiries to ensure smooth order fulfillment.
- Maintained organized records of client accounts, inventory levels, and supplier communications using spreadsheets and ERP systems.
- Acted as a liaison between sales team, suppliers, and customers to ensure timely delivery and high customer satisfaction.
- Assisted in stock management including ordering, tracking incoming shipments, and organizing inventory in the warehouse.
- Handled administrative tasks such as preparing invoices, filing documents, managing office supplies, and supporting the accounts department with basic bookkeeping.
- Contributed to monthly sales reports and helped monitor team targets and KPIs.
- Supported marketing initiatives such as promotional material preparation and coordination of seasonal product launches.

06/2021 – 06/2022
Thrissur, India

ODIKKO (PANAC Systems Pvt. Ltd)

Admin Coordinator

- Provided administrative and operational support to ensure seamless coordination between internal teams, partner restaurants, and delivery staff.
- Managed onboarding documentation, contracts, and data entry for vendors and delivery partners on company platforms.
- Handled scheduling, meeting coordination, and maintained records for cross-departmental communications.
- Assisted with reporting on key operational metrics, order fulfillment issues, and vendor performance using Excel and internal dashboards.

- Supported the customer service and account management teams with escalations, inquiries, and internal ticket tracking.
- Coordinated logistics and office operations including supplies, staff requests, and petty cash handling.

10/2019 – 11/2020
Thrissur, India

FLYADS ADVERTISING CO.

Admin Assistant

- Report to the manager for daily updates, accomplishments, and any issues requiring attention.
- Manage daily administrative tasks, including answering phones, scheduling, and organizing documents.
- Coordinate team meetings and events and prepare agendas.
- Assist in project management by tracking deadlines and facilitating communication.
- Handle expense reporting, invoicing, and basic accounting tasks.
- Liaise with vendors and clients, providing excellent customer service.
- Maintain office supplies and manage inventory.

 **EDUCATION**

2024 – present
Coimbatore, India

Master of Business Administration
Bharathiar University
Specialization in Marketing Management

2011 – 2014
Coimbatore, India

Bachelor of Business Administration
Bharathiar University

 **SKILLS**

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|--------------------|--|-----------------------------|
| • Problem Solver | • Organization | • Time Management |
| • Sales | • Merchandising | • Customer Service |
| • Politeness | • Excellent written and verbal communication skills. | • Attention to detail |
| • Adaptability | • Negotiation | • Flexibility |
| • Command | • Coordination | • Administrative assistance |
| • Active listening | | |

 **LANGUAGES**

English	● ● ● ● ● ●	Hindi	● ● ● ● ● ●
Arabic	● ● ● ● ● ●	Malayalam	● ● ● ● ● ●

 **SOFT SKILLS**

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|--------------------|-------------------|---------|---------------------|
| • Microsoft Office | • Adobe Photoshop | • Tally | • Computer Hardware |
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