



MD ABDULLAH

supervisor

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Doha, Qatar

EDUCATION

High School Education Complete
Daruttalim Wattarbiyat Siraha, Nepal
2002-2009

Aalmiyat And Fazilat In Islamiyat
Darul Uloom Deoband U.P INDIA
2009-2015

COMPUTER SKILLS

Good Knowledge:(MS WORD , MS
EXCEL AND MS POWER POINT)

SKILLS

- Team Supervision & Leadership
- Staff Training & Performance Monitoring
- Conflict Resolution & Communication
- Operations & Facility Management
- Administrative Planning
- Time Management & Reporting
- Policy Implementation
- Student & Parent Coordination
- MS Office, Google Workspace, Basic ERP Tools

LANGUAGE

English

ARABIC

URDU

About Me

Dedicated and result-oriented professional with over 9 years of leadership experience as a Principal in reputed educational institutions. Proven ability to supervise teams, manage operations, and implement policies for smooth day-to-day functioning. Expert in staff coordination, student affairs, academic planning, and administrative operations. Now seeking a Supervisor role in a dynamic organization where I can utilize my team management, communication, and problem-solving skills to ensure high performance and productivity.

WORK EXPERIENCE 9 YEARS PRINCIPLE IN SCHOOL

2015-2023

Principle

Umar farooque R.Z ISLAMIC SCHOOL SIRAHA, LAHAN, NEPAL

- Supervised a team of teachers and administrative staff.
- Handled recruitment, training, and performance reviews.
- Coordinated school operations including academics, admissions, parent interaction, and facility management.
- Ensured compliance with education board standards and local regulations.
- Managed student discipline, events, and academic planning.

2023-2024

Principle

Jamia Hafsa Lilbanat Islamic School, Amha, Saptari, Nepal

- Overseeing day-to-day operations to ensure smooth workflow.
- Managing schedules, task delegation, and work rotation.
- Ensuring timely completion of tasks and resolving delays.

2025

TYPIST IN MAKTAB ARFAT, QATAR

- Typing letters, reports, forms, and official documents with speed and accuracy.
- Ensuring correct grammar, punctuation, and formatting.
- Entering and updating data into databases or spreadsheets.
- Maintaining accurate and up-to-date records (manual or digital)