



Mohammed Abnaz

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Profile

Administration and operations professional with practical experience in business administration, office coordination, operational support, documentation management, vendor liaison, inventory monitoring, and routine facility assistance. Seeking an Administration or Ground Staff role where exposure to structured office operations, front desk coordination, service facilitation, record maintenance, scheduling support, compliance-based procedures, and interdepartmental coordination can contribute to smooth daily operations, service continuity, and organizational process adherence.

Professional Experience

Administrative Officer | Discreet Trading And Contracting, Qatar | Jan 2023 – Present

- Handle routine administrative coordination and operational support activities across business functions.
- Monitor daily workflows and ensure alignment with internal procedures and operational requirements.
- Maintain administrative records, operational documentation, and supporting files.
- Coordinate with vendors, service providers, and internal teams for smooth daily operations. Support facility-related coordination including scheduling, service tracking, and follow-ups.

Administrative Assistant | Kadash Private Limited, Mumbai, India | Mar 2021 – Sep 2022

- Managed daily administrative and operational activities to support business continuity.
- Coordinated with internal teams and external vendors for workflow execution and service delivery.
- Maintained operational records, inventory logs, and supporting documentation.
- Assisted in basic financial record maintenance and preparation of periodic summaries.

Core Competencies And Technical Skills

- **Administrative Operations And Office Support** – Support daily office coordination, internal communication, scheduling, and routine administrative tasks.
- **Documentation And Record Management** – Maintain files, registers, data records, and document control systems for compliance and reference.
- **Operations And Facility Coordination** – Monitor daily activities, coordinate services, and support workflow continuity.
- **Vendor And Inventory Coordination** – Coordinate with suppliers, track inventory, and maintain material records. **Basic Financial And Reporting Support** – Assist with invoice handling, expense tracking, and periodic administrative summaries.
- **Customer And Service Coordination** – Handle service requests, issue tracking, and follow-up communication. **Office Tools And Systems** – Use Microsoft Office, Google Workspace, and basic ERP and CRM systems for administrative tasks.
- **Scheduling And Task Coordination** – Support task assignments, follow-ups, and daily activity tracking.
- **Compliance And Procedure Support** – Follow administrative procedures and documentation standards. **Data Entry And Information Accuracy** – Perform accurate data entry and record maintenance.

Education

- **Higher Secondary Certificate (HSC)** | Kerala State Board, Kasaragod, India | 2020
- **Secondary School Leaving Certificate (SSLC)** | Kerala State Board, India

Languages

- **English | Hindi | Malayalam | Arabic | Urdu | Kannada**