



# ALAN MOHAMMAD ISMAHIL

## OFFICE ASSISTANT

### CONTACT

+971 50 665 1396

md.alan@hotmail.com

Bur Dubai, UAE

### SKILLS

- Excellence Customer Service
- Good Communication
- Creative & artistic abilities
- Social Media Management
- Keep excellent inter personal relation with colleagues
- Time Management
- Leadership
- Effective Communication
- Attention to Detail
- Video Editing
- MS Office
- Decoration

### LANGUAGES

- English
- Hindi
- Malay
- Bengali

Place of Birth: Bangladesh

UAE visa type: Own Visa



### PROFILE

I want to work in a good company where I can use my skills and education to help it succeed. I hope to be part of a group that works together, thinks about each person's help, and gives chances to take an important part in the firm's progress and improvement.



### WORK EXPERIENCE

#### Redheiser

DUBAI 2024 - PRESENT

##### Office Assistant

- As an Office Assistant, I handle daily tasks such as greeting visitors, managing calls, scheduling appointments, organizing mail, and maintaining a tidy front desk. I also support the company's social media by creating posts, editing videos, and designing ad banners when needed. Additionally, I assist with administrative duties, provide client support, and help ensure a professional and welcoming office atmosphere.

#### Vision Worth

MALAYSIA 2021 - 2023

##### receptionist and social media manager

- Welcomed and helped visitors in a professional manner Managed phone calls and queries from people Scheduled appointments and kept calendars Maintained mail, packages, and deliveries at the front desk area Kept the front desk clean and well organized Created daily social media content edited videos and designed ad banners Supported admin work while keeping records up to date Provided information as well as support to clients Ensured front office had a positive professional environment

#### Natura Mattress Malaysia

MALAYSIA 2020 - 2021

##### Office assistant

- As an Office Assistant, I was responsible for maintaining a clean and organized office environment, managing supplies, and providing refreshments to staff and visitors. Additionally, I assisted with document filing, managed mail distribution, and supported staff with essential administrative tasks to ensure efficient daily operations.



### EDUCATION

#### Dhaka City College

2007 - 2009

##### Higher Secondary School Certificate

#### Ichapura Hight Shcool

2005 - 2006

##### Secondary School Certificate