



MOHAMMAD ANAYATULLAH

GENERAL ADMINISTRATION • OFFICE MANAGEMENT • FACILITIES MANAGEMENT • PROGRAM MANAGEMENT •
HUMAN CAPITAL • OPERATIONS

Organized Administrator with extensive years of experience facilitating operational workflows. Promotes interdepartmental collaboration through solid teamwork. Demonstrated expertise in project and document management. Dedicated administrative professional with successful experience in fast-paced office settings. Hardworking team player with expertise in completing various clerical tasks and offering staff support.

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Core Competencies

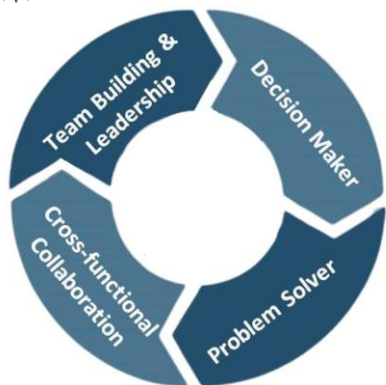


Profile Summary

- ❖ Resourceful professional with over 15 years of experience supervising administrative departments, including office management, fleet management, and providing support for events and travel. Ensure the administrative and operational infrastructure required as per the strategic plan, and contract requirements.
- ❖ Demonstrated expertise in formulating, implementing, and managing both strategic and operational plans, including budget development and fiscal administration. Excellent contract development and compliance abilities with a proven track record of negotiating the terms of complex contracts and partnership agreements.
- ❖ Recognized for utilizing and implementing best practices to create a positive and trusting work environment for direct reports, and teams. Expert in drafting, editing, and negotiating contract terms as needed. Utilize legal counsel as needed to create common contract terms.
- ❖ A bold innovator with a career track of improving productivity and increasing revenue, dedicated to personnel development and organizational growth. Proven record of success in streamlining operations, increasing efficiency, and profitability and improving CSAT.
- ❖ History of success implementing and supporting important HR initiatives to save costs and develop business. Known for creating and executing cutting-edge policies and processes that improve operational efficiency and effectiveness. Work in a fast-paced, ever-changing workplace and thrive. Encourage teamwork and personal development.



Soft Skills



Academic Degree

Bachelor of Business Administration

Management & Technology, Nagpur - 2008

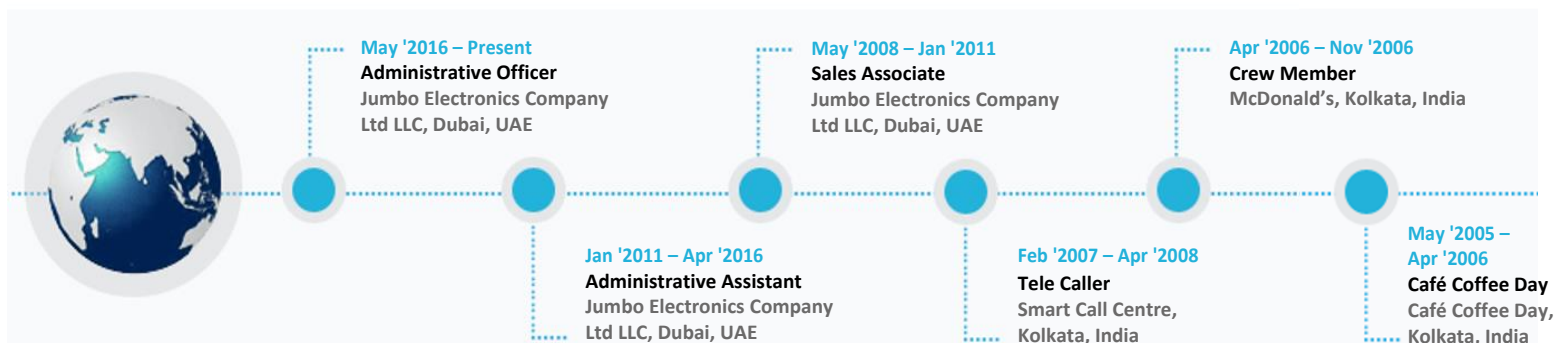


Technical Skills

MS Office (Word, PowerPoint, Excel, Outlook)
Internet Research
Outlook & Emailing
Social Media
Operations Systems



Career Timeline



Employment Summary (UAE)

May '2016 – Present with Jumbo Electronics Company Ltd LLC, Dubai, UAE as Administrative Officer

Key Result Areas:

- Spearheading all aspects of administration and facilities, including repair, maintenance, renovation, legal/statutory compliance, etc.
- Pioneering the smooth functioning of all processes by identifying improvement areas and implementing proper measures assisted by a team of 12 for an employee base of 20.
- Overseeing all activities of the Transport department, along with Travel, Hotel Booking, Housekeeping, Security, Space Management, Telecommunication and Customer Care.
- Steering efforts towards centralizing all sourcing/procurement, vendor management, annual maintenance contracts/agreements for equipment and suppliers, space planning/allocation and other employee-enablement services.
- Leading the upkeep and maintenance of overall facilities by inspecting the premises for cleanliness and hygiene and taking corrective actions as needed.
- Driving efforts to bring down operational costs, increase efficiency and enhance service delivery, maximize potential for success and minimize operational disruption by leading process improvements and introducing processes & systems and monitoring operational & financial indicators.
- Focal Point for all issues/concerns related to the facility across daily operations and resolving the same promptly aiming at highest CSAT.
- Developing and maintaining SOPs, SIPC, process maps and other instruction manuals. Setting up SLAs and monitoring the same regularly.
- In-charge of all events and conferences, from selecting venues and finalizing costs to coordinating event flow and travel arrangements for participants.
- Ensured proper installation, testing, and maintenance of all alarm systems across the facility.
- Maximized CSAT level by ensuring strict adherence to all processes.
- Optimized resource utilization and slashed admin costs by developing robust internal controls and monitoring efficiency.
- Encouraged a Safety & Health' culture ensuring appropriate actions for implementing HS&E procedures, checklists, SSOWs, inspection forums, etc.
- Simulated training sessions designed to prepare for combat and emergency incidents.
- Conferred with 'CEO' award for best performance.

Jan '2011 – Apr '2016 with Jumbo Electronics Company Ltd. LLC, Dubai, UAE as Administrative Assistant

Key Result Areas:

- Held full responsibility of formulating the Strategic Business Plan (SBP), Annual Operating Plan (AOP), and forecasting processes.
- Played a key role in planning, forecasting, and reporting key metrics to the leadership team.
- Facilitated the completion of various projects by developing and negotiating contracts and integrating contract requirements with various business operations.
- Prepared budgets for projects and required facilities ensuring timely implementation of cost-effective measures to keep the funds usage within budgets.
- Monitored and managed outsourced vendors, service providers and contractors' performance ensuring the highest quality of outsourced services.
- Involved in planning logistics support services, managing inventory, transportation, security, and personnel welfare.
- Significantly contributed to developing cost-effective methods/solutions via negotiating rental per sq. ft in the corporate office.
- Tactically negotiated rate plans for mobile, partners, and stationery.
- Reduced overhead costs through power saving, and land line with vendors for in-house requirements.
- Successfully implemented various processes which improved the function of the department.
- Earned recognition for improving overall efficiency and space management for the facility by introducing best practices.
- Revamped contracts for various outsourced services at negotiated costs.

May '2008 – Jan '2011 with Jumbo Electronics Company Ltd. LLC, Dubai, UAE as Sales Associate

Key Result Areas:

- Identified and understood customers' requirements and recommended appropriate products accordingly.
- Thoroughly checked and counted stock regularly, processed transactions, and handled cash credit transactions.
- Involved in churning, and mining data and MIS reporting of key metrics/measures enabling proper decision-making.
- Built and nurtured strong relationships with customers encouraging repeat and referral business.

PRIOR EXPERIENCE (INDIA)

Feb '2007 – Apr '2008 with Smart Call Centre, Kolkata, India as Tele Caller

Apr '2006 – Nov '2006 with McDonald's, Kolkata, India as Crew Member

May '2005 – Apr '2006 with Café Coffee Day, Kolkata, India as Support Staff



Additional Competencies

Inventory Management
Records Management/Maintenance
Asset Management
Statutory Compliance
Quality Management
Team Leadership & Motivation
Cross-functional Collaboration
Fleet Management
Events Management

Travel Management
Strategic Planning & Execution
Maintenance Operations
Security Management
Housekeeping Activities
Due Diligence
Costs Negotiation
Contracts Management
HSE Management

Safety Management
Training & Development
Audits, Inspections
Internal Controls
Portfolio Optimization
Operational Excellence
Cost Saving Initiatives
Property Management
Purchase/Procurement



Personal Details

Date of Birth : 04th June 1987
Languages : English, Hindi, Urdu, Bengali
Nationality : Indian
Driving License : Valid UAE LMV DL
Marital Status : Married
Visa Status : Employment Visa

References are available upon request.