

# MOHAMMED AMITHAZ

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## PROFESSIONAL SUMMARY

Dedicated executive administrative professional with extensive experience in operational coordination, planning and support. Background working with confidential information, strict processes and ambitious targets. Thrives under pressure in high tempo environment to meet tight deadlines.

## WORK HISTORY

### Stonetree Technical Services - Maintenance Coordinator

Dubai, United Arab Emirates  
11/2022 - Current

- Delegating maintenance tasks to rest of teams and finding relevant vendors and service providers.
- Developing maintenance plans and implementing them
- Ensuring quality control standards are consistently met Keeping track of supply and material,
- Purchasing any equipment, tools, or materials that may be required
- Updating maintenance logs for all machinery
- Establishing protocols for non-mechanical maintenance
- Ensuring basic tools and machinery are in working order by performing order by performing regular inspections.
- Assessing procedures and making recommendations for improvement improvement
- Any other tasks requested by management or supervisor.
- Delegated tasks to carefully selected employees in alignment with resource management goals.
- Implemented improved training programs for maintenance employees.
- Documented daily work performed in company logs and on equipment-specific reports.
- Monitored department priorities and coordinated team workflows to meet demand.
- Maintained daily facility operations with strong focus on preventive maintenance and swift repairs.
- Provided guidance to management regarding project bids for onsite improvements.
- Supervised maintenance team and reviewed completed work to evaluate performance.

### Gurukul Logistics - Logistics Manager

Mangalore, India  
04/2019 - 05/2020

- Distributing finished products efficiently
- Overseeing and managing shipments  
Developing effective inventory management strategies
- Implementing standardized shipment procedures
- Coordinating transportation schedules and related activities
- Conducting physical counts to reconcile with company's data storage system.
- Maintaining optimal inventory levels
- Identifying and resolving issues promptly
- Managing all related duties to uphold company standards.
- Generated different reports for performance review and analysis.
- Consistently met company and department objectives within budget and time constraints.
- Analyzed logistical operations and recommended methods to improve service delivery.

## EDUCATION

03/2019  
**SDM College of Business Management**  
Mangalore

**BBA:** Business Administration

## SKILLS

- Excellent time management
- Managing Office Supply Inventory
- Enquiry handling
- Office management
- Administration support
- Office inventory management
- Inventory purchasing
- Vendor relations skills
- Microsoft Office proficiency
- Data entry
- Appointment scheduling
- Office administration

## PERSONAL DETAILS

**Date of Birth / Age:** September !5 1997  
**Nationality:** Indian  
**Marital Status:** Single  
**Visa Status:** Employment Visa  
**Gender:** Male

## LANGUAGES

English	C2
Proficient	
Hindi	
Fluent	
Malayalam	B2
Upper intermediate	
Japanese	A1
Beginner	