



# Mohammed Nadeem Khan

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## Objective

Dedicated Office Administrator with over 2.5 years of experience in the IT industry. Expertise in client relations and project management, with a proven track record of improving office efficiency and client satisfaction. Proficient in MS Office

## Experience

- RR Donnelley private limited** 18/06/2021 - 05/09/2022  
Office Administrator
  - \* Experienced in providing administrative support to multiple departments, including payroll, accounting, and human resources.
  - \* Skilled in managing complex office operations and providing quality customer service.
  - \* Proficient in Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Gem Software Solutions** 19/11/2020 - 18/06/2021  
Office Administrator
  - \* Highly organized and detail-oriented with the ability to multi-task and prioritize tasks effectively.
  - \* Experienced in developing and maintaining filing systems, both electronic and paper.
  - \* Demonstrated ability to manage multiple projects simultaneously while meeting deadlines.

## Education

- Crescent University, India** 2020  
Bachelor Degree - Computer science  
7.5/10

## Skills

- Data Entry
- Team Coordination
- Communication skills
- Typing Skills
- Microsoft Office
- Problem Solving Skills

## Languages

- English
- Tamil

## Technical Skills

- Excel
- Ms word
- Ms power point

## Hobbies

- Running, GYM