

# MUHAMMED RAHAZ M R

OFFICE ADMINISTRATOR



## CONTACT

+971 56 604 9336

myrahaz@gmail.com

Dubai, UAE

## EDUCATION

### MBA in HR

Annamalai University  
2018 - 2020

### BA Economics

University of Kerala  
2013 - 2016

## SKILLS

- Office Administration
- Data Entry
- Customer Service
- MS Office Suite
- Database Management
- Staff Supervision
- Appointment Scheduling
- Record Keeping
- Telemarketing
- AutoCAD
- Adobe Photoshop

## LANGUAGE

- English
- Malayalam
- Hindi

## ABOUT ME

Dedicated and detail-oriented Office Administrator with experience in front desk management, administrative support, and student guidance. Skilled in coordinating meetings, data entry, and supervising staff. Proficient in MS Office and various administrative software. Committed to improving office efficiency and providing excellent customer service.

## WORK EXPERIENCE

### Office Administration cum Education Advisor

IMS Learning Resources Pvt. Ltd., Cochin, India  
2022 - 2023

- Managed front desk reception, handled phone calls, and processed incoming and outgoing mail
- Coordinated and scheduled meetings and appointments for staff and clients
- Provided guidance and support to students experiencing academic difficulties
- Supervised administrative staff and allocated responsibilities effectively
- Performed data entry tasks, including updating databases and Excel sheets
- Assisted with sales-related tasks, including telemarketing and lead generation

### Data Entry Operator

Bharat Studio and Internet Cafe, Alappuzha, India  
2020 - 2022

- Completed online application forms accurately and efficiently
- Reviewed data for errors and inconsistencies, making necessary corrections
- Organized and maintained accurate records of all data entry activities

## DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge.