

# Muhammed Rahaz M R

✉ myrahaz@gmail.com

☎ +971 566049336

📍 Bur Dubai, Dubai, UAE

📅 14/09/1995

🚩 Indian



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## PROFILE

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*To obtain a challenging role in a dynamic organization where my MBA education and diverse work experience as an office administrator, data entry operator, and sales executive can be utilized effectively. I am confident that my strong analytical and interpersonal skills, coupled with my eagerness to learn, will enable me to make valuable contributions to the organization and grow professionally.*

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## PROFESSIONAL EXPERIENCE

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03/2022 – 03/2023  
Cochin, India

### **Office Administration cum Education Advisor**

*IMS Learning Resources Pvt. Ltd.*

- Handling front Desk Reception, Manage phone calls, receive and sent mails etc.
- Coordinating and scheduling meetings and appointments
- Provide guidance and support to students who are experiencing academic difficulty.
- Supervise administrative staff and divide responsibilities
- Performing data entry tasks, such as updating databases, Excel sheet
- Assisting with sales-related tasks (Tele calling , marketing)

04/2020 – 01/2022  
Alappuzha, India

### **Data Entry Operator**

*Bharat Studio and Internet Cafe*

- Online application filling.
- Review data for errors and inconsistencies and corrections
- Organize and maintain accurate records of all data entry activities.

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## COURSES

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2020

### **MBA in HR**

*Annamalai University*

2016

### **BA Economics**

*University of Kerala*

2013

### **Higher Secondary**

*Board of Higher Secondary Exam Kerala*

2010

### **SSLC**

*Board of Public Examination Kerala*

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## TECHNICAL SKILLS

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- Diploma in Interior Designing
- Auto CAD
- Certificate in Data Entry
- Ms Office
- Photoshop

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## COMMUNICATION AND INTERPERSONAL SKILLS

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Hardworking, reliable, willingness to learn new skills and take on other tasks

Approachable and adaptable to working in varying environment

Creative, tenacious and flexible working approach to meet deadlines

Self-motivated, good team player and confident in working independently

Excellent research, report writing, presentation and communication skills

Excellent Interpersonal, leadership and people management skills

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## LANGUAGES

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- English
- Malayalam
- Hindi

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## DECLARATION

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I certify that the information provided in this CV is true and complete to the best of my knowledge.

**Muhammed Rahaz M R**  
Dubai