



# MUJIBUL HAQ

BTECH HND IN BM  
ADMIN ASSISTANT

+971 529282652    refaimuji@gmail.com

AL WASL, BUSINESSBAY, DUBAI, UAE

Date of Birth : 17.12.1990    Visa Type : Visit Visa  
Passport No : N9182022    Visa Expiry : 12/03/2024

## EDUCATION

**Bachelor of Business Management (Reading)**  
Uva Wellassa University, Sri Lanka  
2023 - 2024

**BTEC Higher National Diploma in Business Management**  
EDEXCEL with ICBT  
2010 - 2011

**Computer Application Assistant Vocational Training Centre**  
2013

## ACHIEVEMENT

**Best Retail Project -2018**  
Totara - Learning Links

## SKILLS

- Organizational Skills
- Time Management
- Communication Skills
- Adaptability and Flexibility
- Customer Service
- Computer Skills: MS Word, MS Excel, MS Outlook (MS Office)
- File Management
- Basic Bookkeeping
- Data Entry

## LANGUAGE

- English
- Arabic
- Hindi
- Malayalam
- Tamil
- Sinhala

## OBJECTIVE

Seeking an administrative assistant position where my extensive experience in office management, strong organizational skills, and proficiency in handling diverse administrative tasks can contribute to the efficient functioning of the team.

## WORK EXPERIENCE

**Admin Assistant**    2018 - 2020  
**H&M (M.H. AL-SHAYA GROUP) Dubai, UAE**

- Oversee the day-to-day operations of the office, ensuring a smooth and efficient workflow.
- Manage incoming and outgoing correspondence, emails, and other documents.
- Accurately enter and maintain data in various systems or databases. Keep records organized and easily accessible.
- Facilitate communication within the office and with external contacts, responding to inquiries and requests.
- Prioritize tasks effectively to meet deadlines and manage multiple responsibilities.
- Align administrative practices with the policies and guidelines established by Alshaya.
- Utilize office software and technology tools efficiently, including Microsoft Office Suite and any specific software used by the organization.

**Sales Associate/ Stocker**    2014 - 2016  
**Panda Retail Company- Dammam, KSA**

- Promptly unloads trucks and deliveries.
- Organizing and placing merchandise on shelves or racks according to store standards and layout.
- Rotating stock to ensure older products are at the front for prompt sale while newer items are at the back, maintaining FIFO (First In, First Out) principles.
- Monitoring stock levels on the sales floor and restocking shelves to maintain a visually appealing and well-stocked store.
- Occasionally assisting customers with locating items or answering basic inquiries when approached while stocking shelves.

**Admin Assistant**    2021 - 2023  
**Arugambay Surf Resort, Arugambay - Sri Lanka**

- Assist with front desk operations, including managing check-ins, reservations, and guest inquiries.
- Handle incoming calls and emails, directing inquiries to the appropriate department or personnel.
- Provide support to guests, addressing their requests, resolving issues, and ensuring a positive experience during their stay.
- Manage schedules and appointments for hotel executives, including organizing meetings and coordinating events.
- Process and manage hotel documents, including guest registrations, invoices, and correspondence.
- Monitor and replenish office supplies, and manage inventory for administrative needs.
- Assist in making travel arrangements for hotel staff, including booking flights, hotels, and transportation.