



# Naveeth Rahman

As a Administrator with over a decade of hands-on experience in operations support, process improvement, and strategic accounts management, I bring a wealth of expertise in optimizing workflow and driving business growth. My background encompasses a proven track record in leading administrative functions, enhancing financial processes and I have successfully enhanced office administration and client relations. My skill set is further complemented by my capability in team leadership, critical thinking, and an innovative mindset, which have been pivotal in developing business opportunities and executing sales initiatives. Committed to leveraging my comprehensive understanding of business dynamics and financial acumen.

## Contact Information

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## Educational Qualification

**B.Com**

**Madras University** – Tamil Nadu,  
India. Year 2007 – 2010

## Core Experience

- More than 12 years of Administrative and Sales support experience in India.
- Good Communication and Inter Personnel Skills with a Quest and Zeal to learn new technologies.

## Languages

- English
- Tamil
- Hindi

## Experience

### ADMIN OFFICER CUM SALES COORDINATOR

Al-Haram Exports – India, (From 2019 to 2023)

- Manage the day-to-day Admin activities in accordance with best practice and company policy.
- Greeted arriving visitors, determined nature and purpose of visit and directed individuals to appropriate destinations.
- Oversaw financial activities, from billing to receivables, maintaining strict accuracy and financial integrity.
- Directed client engagement efforts, establishing strong relationships and fostering a loyal customer base.
- Facilitated administrative and sales tasks as assigned, ensuring operational excellence and departmental synergy.
- Organize a filing system for important and confidential company documents in a professional manner.
- Receiving and processing communication channels, including email, phone, and physical mail.
- Conferring with accounting department to help make payments, process incoming invoices, and verify receipts.
- Offer assistance in organizing events, including ordering materials and requisitioning meeting spaces.
- Supporting accounts department to complete the salary process.
- Coordinate with internal departments to achieve our company goal.
- Prioritized financial strategy, managing bills payable and receivable with stringent attention to detail.

### **Strength**

- *Team Work*
- *Problem Solving*
- *Time Management*
- *Strong Work ethic*
- *Flexibility*

### **Personal Information**

- *Date of Birth – 26<sup>th</sup> July 1989*
- *Sex – Male*
- *Religion – Muslim*
- *Marital Status – Married*
- *Nationality – Indian*
- *Passport number – Y7261815*
- *Visit visa & available immediately*

### **Reference**

*Available up on request*

## **ADMINISTRATOR,**

### **Ameera Apparels – India, (2010 to 2018)**

- Oversaw accounts and administrative operations, improving workflow efficiency and managing financial transactions.
- Customer service: Assisting customers with their queries and concerns regarding the products and services.
- Replenish supply inventories following established guidelines of the company.
- Ensure proper completion of documentation to place an order and make a purchase.
- Pioneered innovative sales strategies, streamlining invoicing processes and ensuring precise payment handling.
- Drove business development by analyzing market trends, identifying opportunities, and crafting impactful sales initiatives.
- Elevated office administration by implementing process improvements, optimizing support, and ensuring accuracy.
- Championed a customer-centric approach, cultivating robust client relationships, and ensuring a high retention rate.
- Keep store organized, and stocked with merchandise according to merchandising requirements & operating plan.
- Review and updated office policies as needed.
- Executed comprehensive accounts management, from receivables to payables, ensuring financial health and compliance.

**Declaration:** *I hereby declare that the information furnished above is true to the best of my knowledge.*