

SYED TAHREEMULLAH

ADMINISTRATIVE ASSISTANT

📍 DUBAI, UAE | 📞 +971 56 771 6898 | ✉️ IMTAHREEM@GMAIL.COM 🔗
[LINKEDIN.COM/IN/STU5490](https://www.linkedin.com/in/stu5490) | 🇱🇲 VISA STATUS: RESIDENCE VISA



PROFILE

A highly organized and proactive Administrative Assistant with a proven track record in inventory and warehouse management, logistics coordination, and comprehensive administrative support. Expertise in establishing strong client relationships and implementing effective operational strategies. Ready to leverage extensive experience to contribute to the success of a dynamic organization in the UAE.

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT – INVENTORY, WAREHOUSE MANAGEMENT & LOGISTICS SUPPORT

Orient Technology - Jebel Ali Freezone, Dubai (January 2025 - Present)

- Maintain accurate stock records via stock books, boards, and spare parts maps for optimal warehouse tracking.
- Manage incoming/outgoing goods inspections, label shipments, and document deliveries with photographic evidence.
- Coordinate with logistics partners (e.g., MRT, ASPJ) for shipment schedules, weight/CBM calculations, and timely dispatch.
- Create packing lists, draft invoices, and shipment forecasts (LCL/FCL) for stakeholders.
- Support warehouse operations, including container loading/unloading and space optimization.
- Perform administrative duties, including updating Sage inventory software and processing vendor payments.
- Track attendance for showroom/warehouse staff and facilitate customer promotions.

MARKETING MANAGER

MS Education Academy, Hyderabad, India (2023 - 2024)

- Developed and executed marketing campaigns, attracting students to academy programs.
- Managed brand messaging, ensuring consistent communication across marketing channels.
- Conducted market research to identify target audiences and competitor strategies.
- Oversaw marketing budget and resource allocation.

HR COORDINATOR

Shadan Institute of Management Studies, Hyderabad, India (2014 - 2023)

- Assisted H.O.D. with payroll processing, record-keeping, and talent acquisition.
- Established and maintained effective employee relations, resolved conflicts, and fostered a harmonious work environment.
- Developed and updated HR policies and procedures in compliance with legal and industry standards.
- Collaborated with department heads on performance evaluations and provided constructive feedback for career development.
- Streamlined payroll processes, reducing errors and ensuring timely and accurate salary disbursements.

HR COORDINATOR

Johnson Diversey, Kingdom of Saudi Arabia (2009 - 2013)

- Coordinated recruitment and onboarding processes for new hires.
- Administered employee benefit programs, including health insurance and retirement plans.
- Managed employee records and HR databases, ensuring data accuracy.

KEY SKILLS

- **Recruitment & Onboarding:** Talent sourcing, interviewing, and employee onboarding.
- **HR Operations:** Payroll, benefits administration, and leave management.
- **Policy & Compliance:** Knowledge of labor laws, policy drafting, and disciplinary procedures.
- **Performance & Development:** Conducting appraisals, managing KPIs, and organizing training.
- **Employee Relations:** Conflict resolution, communication, and maintaining confidentiality.
- **Strategic HR:** Workforce planning, aligning HR with business goals, and change management.
- **Technology Proficiency:** HRIS systems, Excel reporting, and digital HR tools.
- **Soft Skills:** Emotional intelligence, empathy, and active listening.
- **Inventory & Warehouse Management:** Stock record maintenance, inventory tracking, warehouse stock visibility.
- **Logistics Coordination:** Shipment scheduling, vendor coordination, delivery timeline management, LCL/FCL shipment.
- **Administrative Support:** MS Office Suite, digital documentation, record management, staff attendance tracking.
- **Communication & Problem-Solving:** Clear coordination with suppliers, transporters, and internal teams.
- **Organizational & Time Management:** Efficiently managing records, filing systems, packing lists, warehouse layouts.

EDUCATION & CERTIFICATION

MBA IN HUMAN RESOURCES

Shadan Institute of Management Studies
Osmania University, Hyderabad, India
(2017 - 2019)

MBA IN MARKETING

Global Education Centre, Osmania University,
Hyderabad, India
(2002 - 2004)

B. COM IN COMPUTERS

Anwar Uloom College, Osmania University,
Hyderabad, India
(1998 - 2001)

GENERATIVE ARTIFICIAL INTELLIGENCE

Completed Generative Artificial Intelligence (AI) Career
Workshop organized by TechZone Academy in Feb. 2024.

HUMAN RESOURCE MANAGEMENT

Completed a Human Resource Management online
course provided by Great Learning Academy in Jan. 2024.

CHAT GPT FOR HR

Completed a Chat GPT for HR online course
provided by Great Learning Academy in Jan. 2024

PERSONAL PROFILE

Name: Syed Tahreemullah
Religion: Islam
Nationality: Indian
Gender: Male
Marital Status: Married
Dependents: 3
Languages Known: English, Hindi, Urdu, Telugu
& Arabic