

Mohammed Ashmal – Administrative Officer

Mohammed Ashmal

Sharjah, UAE.

Phone: +971542971209

Email: ashmalahamed0766@gmail.com

Date of Birth: 29 December 1998

Nationality: Sri Lankan

Marital Status: Married

Visa Status: Visit Visa

Professional Summary

Organized and reliable administrative professional with over 5 years of experience in front-desk operations, office administration, and stakeholder coordination. Proven track record of efficiently managing day-to-day administrative tasks, welcoming and assisting visitors with professionalism, and ensuring seamless office operations. Known for strong interpersonal skills, attention to detail, and the ability to multitask in fast-paced environments. Currently available to join immediately and contribute to a dynamic organization in a **Front Office Executive** and **Administrative Assistant** roles.

Professional Experience

Administrative Officer

Oxford International College - Colombo, Sri Lanka

September 2017 - April 2024

- Managed front office operations and greeted visitors.
- Handled phone calls, appointment scheduling, and calendar management.
- Maintained digital and physical records of students and staff.
- Coordinated with vendors for supplies and facility maintenance.
- Drafted emails, notices, and managed school communications.
- Organized meetings, exams, parent-teacher conferences, and events.
- Interfaced with parents, teachers, and external stakeholders.
- Managed cash, digital, and card-based payments.
- Assisted the principal with scheduling and correspondence.
- Handled filing, data entry, and daily administrative tasks.

Education

GCE Advanced Level Examination

English Medium - Completed 2017

GCE Ordinary Level Examination

English Medium - Completed 2014

Certifications

- DITEC Programme - British College of Applied Studies (2017), Colombo, Sri Lanka
- Access Programme - ESOF Metro Campus (2017), Kurunegala, Sri Lanka
- Human Talent Development Training Course (2022)
- National Vocational Qualification Level 1 (2015)

Skills and Competencies

- Front Desk Management
- Visitor and Call handling
- Office administration
- Record keeping
- Scheduling and appointments
- MS Office and Email communication
- Basic math and cash handling
- Customer interaction
- Problem solving

Reference

- Available upon request

Conclusion

- With a strong foundation in office administration and a commitment to providing exceptional front-desk support, I am confident in my ability to contribute effectively to your organization. I am available to join immediately.

Mohammed Ashmal.