

Mohammad Ahmad

Room Attendants

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SUMMARY

Detail-oriented Attendance Coordinator with expertise in managing and streamlining attendance tracking processes for events and organisational settings. Skilled in record keeping, stakeholder communication, and utilising attendance management software to ensure data accuracy and efficiency. Proven ability to improve attendance accuracy rates and support successful event execution through effective coordination and administrative support.

SKILLS

Administrative Skills Attendance Tracking, Record Keeping, Data Entry, Event Coordination, Report Generation, Stakeholder Communication
Organisational Skills Organisational Skills, Attention to Detail, Time Management, Problem Solving, Reliability, Multitasking
Technical Skills Microsoft Excel, Google Sheets, Attendance Management Software, Microsoft Office Suite, Database Management, Email Communication

PROJECTS

Attendance Tracking System Implementation, Company ABC [Link](#) Jan '24 — Apr '24

- Led the implementation of a new digital attendance tracking system using Google Sheets and specialised software to improve accuracy and reporting.
- Trained staff on system usage, resulting in a 30% reduction in attendance errors and faster check-in times during events.

EDUCATION

High School Diploma in General Education, City High School Sep '15 — Jun '19

- Completed coursework in office administration and computer applications, including Microsoft Office suite.

VOLUNTEERING

Event Volunteer, Community Event Organisers May '23 — Sep '23

Supported event coordination and attendance tracking for community events, ensuring smooth check-in processes and accurate record keeping. Collaborated with team members to enhance attendee experience and provided timely communication to stakeholders.