



SHAN ABDUL RAHMAN

ADMINISTRATIVE COORDINATOR

Over 10 years of experience as an administration and a demonstrated passion for supporting education, I excel in record management, data organization, and customer service. My biggest achievement includes leading the digitalization of administrative processes, which significantly enhanced efficiency and compliance

EXPERIENCES

ADMINISTRATIVE COORDINATOR | 2020 – 2024

KTCT English Medium Higher Secondary School, Trivandrum, Kerala, India

- Implements administrative projects, systems, procedures, and policies.
- Inventories and orders office supplies.
- Serves as liaison with technical support staff for office equipment.
- Resolve conflicts and other issues
- Communicate with parents, regulatory bodies and the public
- Have a hand in the creation of the school curriculum
- Implement actions that improve the school and the quality of education
- Help shape and uphold the vision of the school

OFFICE ADMINISTRATION | 2016 – 2020

KTCT English Medium Higher Secondary School, Trivandrum, Kerala, India

- Responsible for general office organization, administrative processes, and overall front office appearance as required by Institution
- Manage the ordering of office supplies, office equipment, and other supplies and services as requested by Facilities.
- Creates and helps manage Purchase Requisitions in the organization.
- Managing school security, caretakers, and other ground staff Coordinating and setting up for special events in the office
- Coordinate meetings and appointments as necessary for special VIP situations.

OFFICE ASSISTANT | 2014-2016

KTCT English Medium Higher Secondary School, Trivandrum, Kerala, India

- Handled all the day to day main office clerical duties such as answering phones, data entry, word processing, filing, scanning and archiving.
- Worked independently on various projects and weekly reports.
- Maintained all student files up to date.
- Placed parent calls due to student emergency and non-emergency reasons.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.

COURSES / CERTIFICATIONS

- Teacher Eligibility Test- 2018 Government of Kerala, India
- Bharat Scout & Guide Advance Course – 2016
World Organization of the Scout Movement (WOSM)

EDUCATION

- Bachelor of Physical Education –: 2013-2014 Mahatma Gandhi University Kerala, India
- Bachelor of Arts-: 2009-2012 University of Kerala, India

PERSONAL DETAILS

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Address Sharjah, UAE

Nationality Indian

Passport No U5128923

Visa Status Visiting Visa

KEY SKILLS

- Proven experience as a School Administrator
- Experience as an educator is a plus
- Knowledge of administrative processes
- Excellent communication skills
- Outstanding organizational ability
- Attention to detail
- Problem-solving and conflict resolution skills
- Good judgment and decision-making aptitude
- Customer service orientation
- Operational process improvement
- Communication and interpersonal skills

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

SOFTWARE PROFICIENCIES

- MS Words
- MS Excel
- MS Outlook
- MS POWER POINT